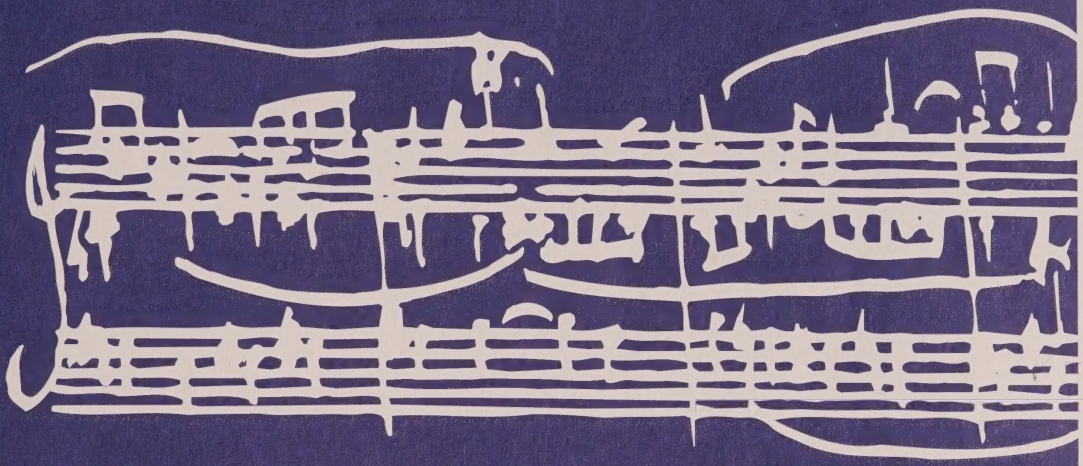
Sacred Music Catalog



Music For America's Churches

Including
Music From:
Triune Music
Unity Music Press
Sacred Music Press
Purifoy Publishing Company
Lorenz Publishing Company
Roger Dean Publishing Company

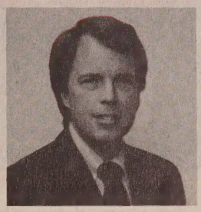
Fall/Winter 1994/1995

Index

Welcome 1
Keyboard Catalog 2-19
New Keyboard Collections 2-15
Best-Selling Keyboard Collections 16-19
Lorenz Subscription Service 20-28
Choral Catalog 29-51
New Cantatas and Musicals 30-35
New Octavos 36-43
Messiah 44
Best-Selling Cantatas and Musicals 45-49
Best-Selling Choral Titles 50-51
Handbell Catalog 52-55
New Handbell Titles 52-53
Best-Selling Handbell Titles 54-55
Music Supplies 56
Ordering Information ..... Inside Back Cover

Welcome!

Dear Church Musician,



We are very pleased this year to offer many new products and special offers that will help enrich your ministry of music, making it both easier *and* more rewarding. Whether yours is a church that enjoys change or one that is steeped in tradition, you will find meaningful music for your ministry in this catalog.

First, we have updated and expanded an old friend. **The Choir Herald** subscription service now includes a ***free*** recording of all anthems appearing in each issue. Plus, your subscription allows you to reproduce the cassette for each choir member - **at no charge**! This new feature will accelerate the learning process and allow you to concentrate on music rather than on teaching notes.

Next, we proudly introduce our new division, **Unity Music Press** and its two new choral series - the **Choir and Congregation Series** and the **Family Choir Series**. The Choir and Congregation Series offers anthems featuring congregational participation. When ordering ten or more copies of an octavo from this series for your choir, you receive free permission to reprint both the music and words to the chorus in your church bulletin for congregational use. The Family Choir Series is designed for an intergenerational choir of all ages - from kindergarten through 100. It is a great way to involve the entire church family in your music programs.

As you may know, the Roger Dean Publishing Company has recently published the new definitive edition of Handel's *Messiah*. This new edition follows the G. Schirmer pagination exactly, so both editions may be used side-by-side. Also available are excellent companion products such as a full-length performance by the Eastman School of Music in CD or cassette, a scholarly, yet practical study/performance text, and a full orchestral score and instrumental parts that are carefully prepared, engraved, and easy to read. The entire process has been an effort to remain true to Handel's original score while making it as accessible and friendly to use as possible.

Throughout this catalog you will find special offers that we hope will help you in your decision making process:

- With any order, we will include the ten best-selling traditional or contemporary octavos for only $2.00! See page 38 for more information.

- For just $3.00 we will send you a special library-reference package of the 10 best-selling handbell pieces. This special offer is available with any order. Details are on page 53.

- For only $6.00, we are offering a special introductory book/cassette package for any of the new Christmas cantatas or children's musicals. See pages 30-33.

- On page 44 you will find four special offers on Handel's *Messiah*. Get the Vocal score for $5.00, or buy the performance cassette or CD and get the vocal score for just 95 cents!

Note: All specials are one per church, please!

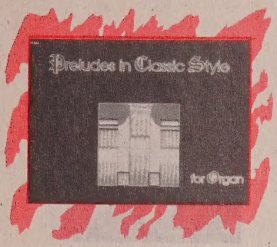
We have tried to provide more information in our catalog this year and continued our liberal on-approval policy as well. If you have questions or special needs, call our friendly staff on our toll free line (1-800-444-1144 ext. 1). We are here to help you and your ministry of music as we have for others for over 100 years.

Sincerely,

Geoffrey R. Lorenz
Publisher

PS: **Be sure to take advantage of these great offers. They are designed to make your job easier and your ministry even more effective.** Look for the **Special Offer** symbol throughout this catalog. It marks offers, such as the ones listed above, that are great values. But they will only be around for a limited time!

New Organ Collections from Lorenz Publishing Company



Preludes in Classic Style

From J. S. Bach to Gordon Young

__ 70/1044 **Eugene McCluskey** 8.95

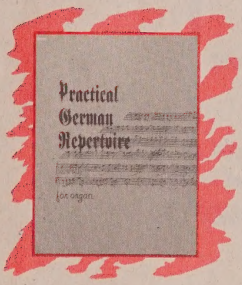
Don't let the title of this stunning new collection fool you. Not all the selections are "classical music" in the broad sense of the term. Some are while others reflect that style. There are also hymns and folk songs which are classics in their own right. No one would deny that Gordon Young's famous title piece has a distinct classical sound. And all would agree that BREAK FORTH, O BEAUTEOUS HEAVENLY LIGHT and LET US BREAK BREAD TOGETHER are cherished classics in our wonderful heritage of hymns and folk songs. There is a good mix of both the vigorous and the contemplative, providing suitable pieces for almost any occasion. Each piece is timed, and registrations are provided for pipe, electronic, and Hammond organs. A good solid addition to any organist's library.

Pull Out All the Stops

Easy, Festive Service Music

__ 70/1045 **Eugene McCluskey** 8.95

Here's a wonderful collection of dazzling—but EASY—pieces for the church organist. Perhaps the subtitle best describes them—"easy roof-raisers." Each selection will serve well as a postlude, but the conclusion of the service isn't the only time when vigorous organ music is in order. A festive prelude or offertory is also sometimes appropriate, especially when the theme of the service is festive. Each selection is timed, and registrations are provided for pipe, electronic, and Hammond organs. Hold on to that roof!

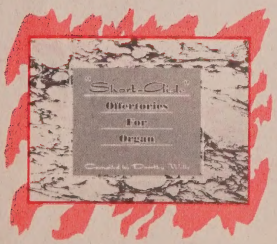


Practical German Repertoire

Transcriptions from 14 German Master Composers

__ 70/1049 **Dorothy Wells** 8.95

The most recent in our very successful "Made Practical" series featuring German composers of the Baroque, Classic, and Romantic Periods. Fourteen composers are represented in arrangements applicable for general (some seasonal) use as Preludes and Offertories. Printed on three staves with suggested registrations for all organs.



Short-Aisle Offertories

Brief, Easy—And No Page Turns!

__ 70/1048 **Dorothy Wells** 7.95

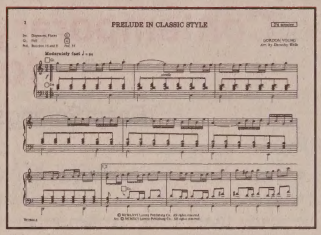
Have you ever experienced the return of the ushers to the altar with the offering only to realize you're in the middle of your selection? If so, this book's for you! Here are twenty gentle and reflective numbers for organists of churches in which the collection is taken in two minutes or less (or in which the aisles are short!) Printed on two staves with registrations for pipe, electronic and Hammond organs. An added feature to this compilation of easy general use pieces—no page turns!

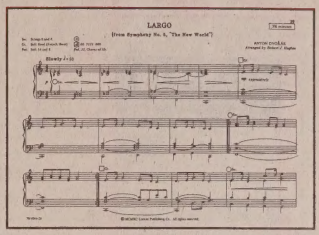
 For the fastest service, call us 1-800-444-1144 toll free! 8am to 5pm Eastern Time.

New Organ Collections from Lorenz Publishing Company

Contents

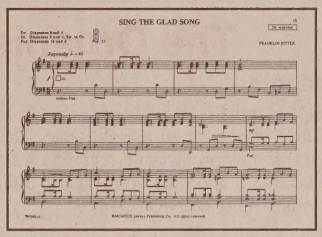
And the Glory of the Lord (Handel) • Andante (von Gluck) • Andante Cantabile (Tchaikovsky) • Beautiful Savior (Lani Smith) • Break Forth, O Beauteous Heavenly Light (Roger C. Wilson) • Classical Prelude (Haydn) • Contemplation (Chopin) • Here, O My Lord, I See Thee (Lucy Ann Warriner) • Jesus Walked This Lonesome Valley (Hugh S. Livingston Jr.) • Jubilation (Donald Callender) • Largo (Anton Dvorak) • Let Us Break Bread Together (Lani Smith) • Prelude in Classic Style (Gordon Young) • Simple Gifts (Lani Smith) • Sing to the Lord (Lani Smith) • Sound the Trumpet (Humphrey Turner) • Summer Idyl (Edvard Grieg)

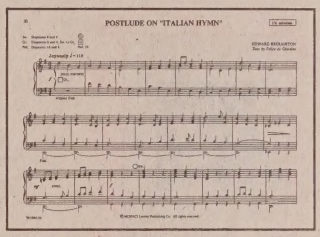




Contents

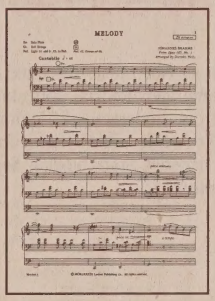
All Hail the Power of Jesus' Name (Joseph Prentiss) • Behold the King (Lani Smith) • Come, Let Us Sing (David Paxton) • Fantasia on "Forest Green" (Lani Smith) • Fantasia on "Iste Confessor" (Lani Smith) • From All That Dwell Below the Skies (Dorothy Wells) • Interlude in C (Henry Purcell) • Joyous Acclamation, A (Gerald Peterson) • Light of the Living God (David Paxton) • A Mighty Fortress Is Our God (James Mansfield) • Postlude on "Italian Hymn" (Edward Broughton) • Raise the Song on High (Steven Scott) • The Regal Trumpet (David Paxton) • Rejoice, Ye Pure in Heart (Franklin Ritter) • Sing the Glad Song (Franklin Ritter) • Sing to the Great Jehovah's Praise (Lani Smith) • Thine Is the Glory (Brian Glyncannon) • A Tranquil Amen (David Paxton) • Trumpet Tune and Air (Henry Purcell)

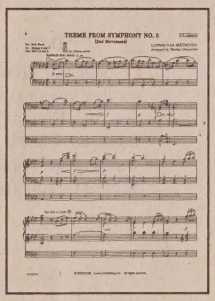


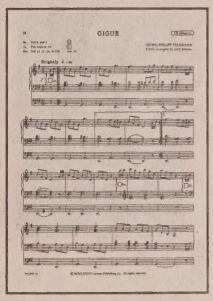


Contents

Andante (Haydn) • Aria (Wagner)
Contemplation (Mozart) • Dedication (Robert Franz)
Gigue (G.P. Telemann) • Melody (Brahms)
Moment Musicale (Schubert)
Now Thank We All Our God (Bach)
Prelude No. 2 (Clara W. Schumann)
Rejoice Greatly, O My Soul (Sigfrid Karg-Elert)
Song of Hope (Robert Schumann)
Theme From Symphony No. 5 (Beethoven)
Then Shall the Righteous Shine Forth (Mendelssohn)
Trumpet Shall Sound, The (Handel)

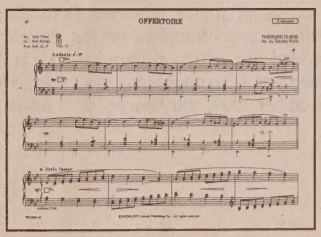


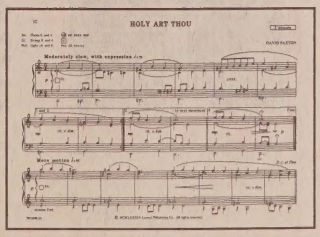




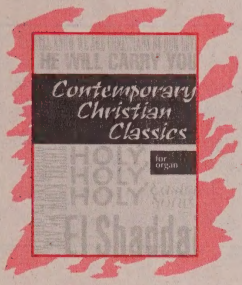
Contents

Arietta (Mozart) • Aubade (David Paxton) • Cantabile (Robert J. Hughes) • Chanson Melodique (Chopin) • Come, Ye Sinners, Poor and Needy (Franklin Ritter) • Dedication (Frederic Archer) • Father, We Praise Thee (Benton Price) • Holy Art Thou (David Paxton) • A Holy Offering (Stewart Landon) • In the Holy Presence (Lani Smith) • Largo (John M. Rasley) • Offertoire (Theodore Dubois) • Offertory on "Bunessan" (Edward Broughton) • The Peace Within (David Paxton) • Prayer (D.F. Callender) • Safe in His Care (David Paxton) • Serenity (Dorothy Wells) • Sweet Hour of Prayer (Franklin Ritter) • Tranquility (Sylvia K. Riggs) • Vignette (Franklin Ritter)





New Organ Collections from Lorenz Publishing Company

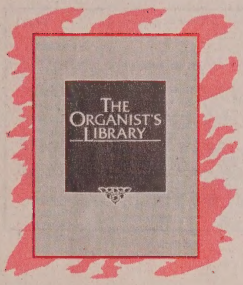


Contemporary Christian Classics for Organ

Easy Settings of Ten Favorite Songs

__ 70/1057 **Lani Smith** 8.95

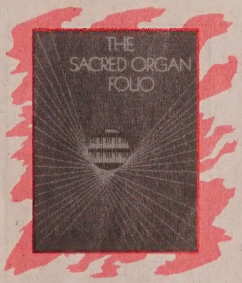
Organ • Here's a stunning new collection which includes ten of the most popular songs to appear on the contemporary Christian music scene. Expertly arranged for organ, these selections will prove to be valuable many times over. Written in an easy to moderately easy fashion, they are readily playable. Written in three-staff format, with suggested registrations for pipe, electronic, and Hammond organs.



The Organists Library Vol. 16

__ 70/1042 15.00

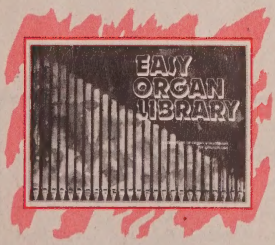
96 pages of artistic, churchly organ music reprinted from *The Organ Portfolio* (three complete issues) with three staves on an upright page. The selections are moderately difficult, and classics, choral preludes, and hymn fantasies represent a large portion of the contents. Registrations are provided for pipe, electronic, and Hammond organs. Spiral binding. September 1993, November 1993, and January 1994 issues of *The Organ Portfolio.*



The Sacred Organ Folio No. 48

__ 70/1043 12.50

72 pages of church service music reprinted from *The Sacred Organ Journal* (three complete issues) serving as an original and unusual collection of preludes, offertories, and postludes for the church organist. Ranging from moderately difficult to difficult, the selections are a treasure-trove of pre-Bach, Baroque, Classic, Romantic, and Contemporary organ music. Much of the music is also very useful as teaching and recital material. Spiral binding. September 1993, November 1993, and January 1994 issues of *Sacred Organ Journal.*



Easy Organ Library Vol. 16

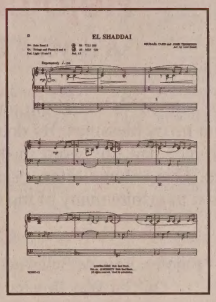
__ 70/1041 15.00

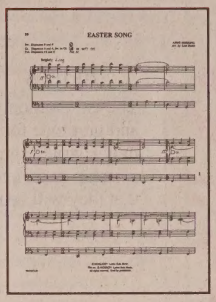
96 pages of music reprinted from *The Organist* (three complete issues). These easy preludes, postludes, and offertories for the church service are tuneful and easily appreciated. Registrations are provided for pipe, electronic, and Hammond organs. There are hymn voluntaries, works by contemporary composers, and arrangements from the classics. Spiral binding. September 1993, November 1993, and January 1994 issues of *The Organist.*

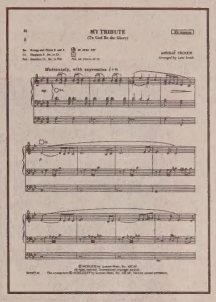
New Organ Collections from Lorenz Publishing Company

CONTENTS

They'll Know We Are Christians By Our Love (Peter Scholtes) • His Strength Is Perfect (Steven Curtis Chapman and Jerry Salley) • El Shaddai (Michael Card and John Thompson) • He Will Carry You (Scott Lesley Brown) • Spirit of the Living God (Daniel Iverson) • Holy, Holy, Holy, Hosanna (Peter Scholtes) • Easter Song (Anne Herring) • I Will Be Here (Steven Curtis Chapman) • My Tribute (Andrae Crouch) • Holy Ground (Christopher Barry)

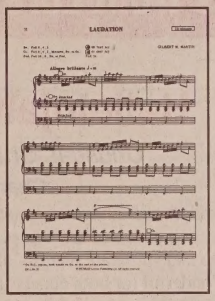


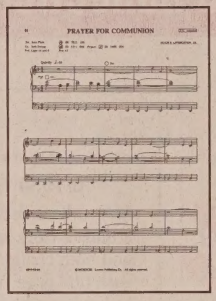


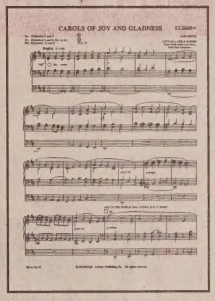


Contents

Allegro •Berceuse • Carols of Joy and Gladness • Cavatina • Ce Jour De L'an • Christmas Joy • Christmas Musette • Delight in the Lord • Fantasia • Festival March • I Lay My Sins on Jesus • In Christ There Is No East or West • In Restful Green Pastures • Interlude on "Oh, Holy Jesus" • In the Sanctuary • Jesus Is the Sweetest Name I Know • Joyful, Joyful, We Adore Thee • Laudation • The Little Brown Church in the Vale • Lord, Keep Us Steadfast • Mary's Lullaby to the Infant King • Meditation on "Rhosymedre" • Now Thank We All Our God • O God, Our Help In Ages Past • Offertory on "O Jesulein Suess" • Pilgrim's Chorus •Prayer for Communion • Prayer of Faith, A • Rejoice Greatly in the Lord • Rondo in G • Song of Dedication • The Star in the Eastern Sky • Three Kings • Watchman, Tell Us of the Night • With Joy and Reverence

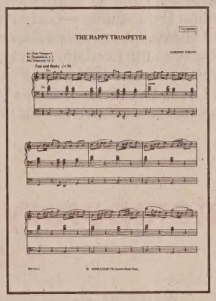


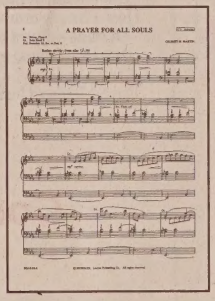


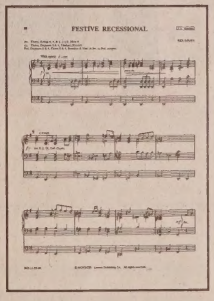


Contents

Adagio • Allegro ma non Presto • Be Merciful to Me, O God • Come, All Ye Christians, Be Committed • Festive Recessional • The First Noel • Flow, My Tears • Hail to the Almighty • The Happy Trumpeter • Intermezzo • Just As I Am • Let All Mortal Flesh Keep Silence • A Little Child Shall Lead Them • Minuet • Pavane-Gaillard, "Mille Ducal" • Postlude on an Ancient Carol • A Prayer For All Souls • Puer Natus in Bethlehem • Rise Up, Shepherd, and Follow • A Theme of Brotherhood • Toccata on "Stand Up, Stand Up for Jesus" • Uns ist ein Kindlein Heut'geborn • We Follow the Star

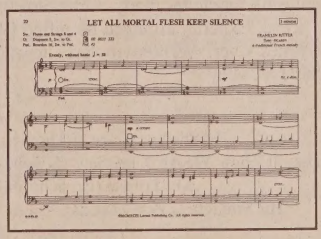


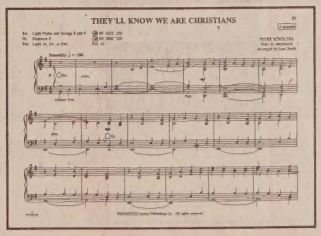




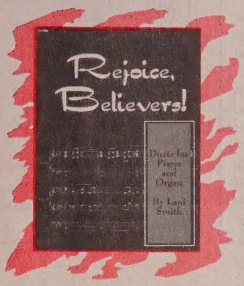
Contents

All Hail the Power of Jesus' Name • Allegretto • Angels We Have Heard On High • Autumn Pastels • Bread of the World in Mercy Broken • By the Cross • Choral Song • Classical Postlude • Come, Ye Thankful People, Come • Day by Day • Dedication • From Heaven Shall Be This Bread • How Great Our Joy • I Am With You Always • Impromptu No. 3 • Interlude in F • Let All Mortal Flesh Keep Silence • The Lily of the Valley • Lord, I'm Coming Home • Manger Song • Meditation On "Stille Nacht" • A Mighty Fortress Is Our God • Morning Song • Now to Us Descending • O Wondrous Food, O Cup That Heals • A Quiet Place • Recessional • Rejoice in the Lord Always • Ring the Joyous Christmas Bells • Sarabande • A Shepherd's Flute Song • Sing Praises to the Changing Year • They'll Know We Are Christians • Two Christmas Miniatures





New Organ and Piano Duets from Lorenz Publishing



Rejoice, Believers!

A Joyous Celebration in Hymns

__ 70/1005 **Lani Smith** 8.95

The exhortation to "rejoice" is found throughout the scriptures. To rejoice is to acknowledge our joy and gratitude for our many blessings. By doing so we bring ourselves that much closer to God. Several hymn writers have included this word in their writings and these hymns have indeed enriched our worship experience. This volume offers organ and piano duet settings of six such hymns in the hope that they will be used to inspire many of the faithful to indeed REJOICE!

CONTENTS

Rejoice, Rejoice Believers • Good Christians All, Rejoice and Sing
On Our Way Rejoicing • Good Christian Friends, Rejoice
Rejoice Ye Pure In Heart • Rejoice The Lord Is King

New Piano Collections from Lorenz Publishing Company

Hallelujah, What a Savior

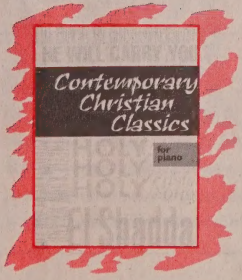
Unusual, Challenging—And Worth It!

__ 70/1030 **Charity Book Putnam** 8.95

This collection is filled with imaginative settings of some of today's most beloved hymn tunes. All are arranged from the perspective of the jazz pianist and include sophisticated rhythms and harmonies that will both challenge and stimulate pianists of all ages. Approximate performance times are included on each title page. Wonderful for both concert and worship services.

CONTENTS

Hallelujah, What a Savior! (Man of Sorrows—Bliss) • All To Jesus I Surrender (All to Jesus—Weeden) • How Firm A Foundation (Foundation—Early American Melody) • When Morning Guilds the Skies (Laudes Domini—Barnby) • Blessed Assurance (Assurance—Knapp) • There's Power in the Blood (Power in the Blood—Jones) • Praise to the Lord, the Almighty (Lobe Den Herren—Joachim Neander) • Voluntary on "Trust in Jesus" (Trust in Jesus—Kirkpatrick) • Day is Dying in the West (Chautauqua—Sherwin) • Jesus' Love Medley (Jesus Loves Even Me—Bliss) • A Christmas Medley (In Dulci Jubill—14th Century) • What Wondrous Love Is This? (Wondrous Love—American Melody)



Contemporary Christian Classics for Piano

Artistic Arrangements of Favorite Songs

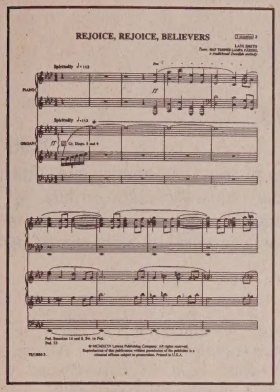
__ 70/1037 **Hugh S. Livingston, Jr.** 8.95

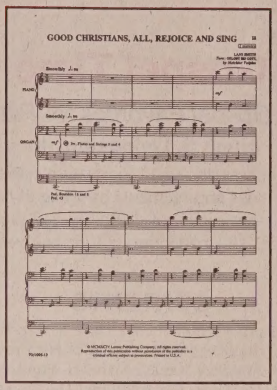
This collection includes many of the most popular pieces ever to appear on the contemporary church music scene. Expertly arranged by gifted Christian writers, these selections will prove to be valuable many times over. Written in easy to moderately easy fashion, they are readily playable and enjoyable as well.

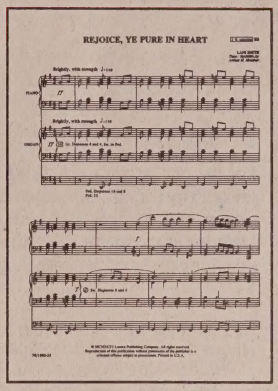
CONTENTS

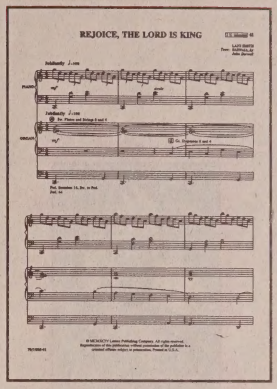
El Shaddai (Card & Thompson/Purifoy) • Holy Ground (Beatty/Purifoy)
They'll Know We Are Christians (Scholtes/Broughton) • Spirit of the Living God (Iverson/Purifoy)
My Tribute (Crouch/Livingston) • Easter Song (Herring/Purifoy)
His Strength Is Perfect (Chapman & Salley/Purifoy) • I Will Be Here (Chapman/Purifoy)
Holy, Holy, Holy, Hosanna (Scholtes/Smith)

New Organ and Piano Duets from Lorenz Publishing

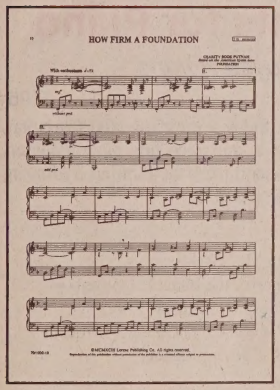


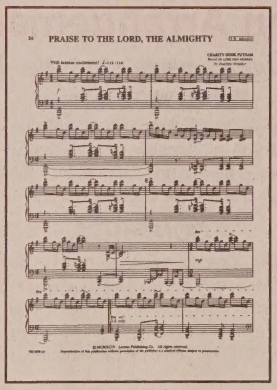


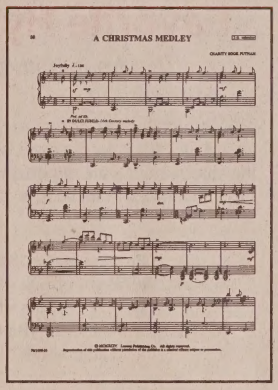


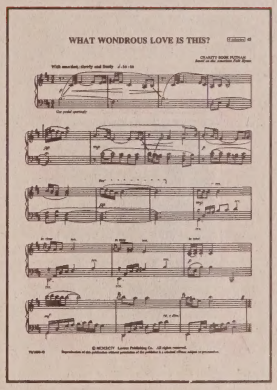


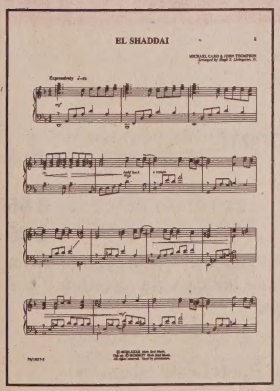
New Piano Collections from Lorenz Publishing Company

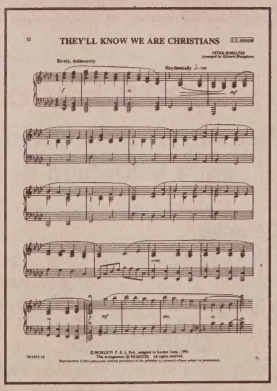


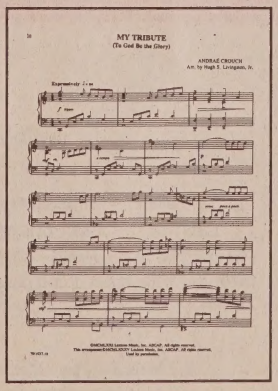


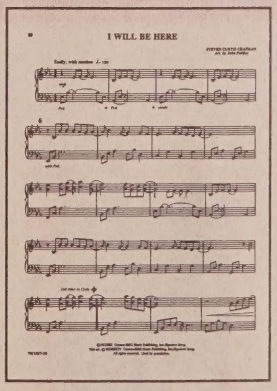












New Piano Collections from Lorenz Publishing Company

Gospel Time

16 Gospel Favorites for Piano

__ 70/1046 **Hugh S. Livingston, Jr.** 8.95

For the pianist who is looking for imaginative and innovative settings of some of America's all-time great gospel songs, this volume includes arrangements by some of today's most successful writers. All selections are of easy to moderately-easy level of difficulty and the approximate performance time is included at the top of each title page. This collection will be enjoyed by everyone who appreciates the inherent beauty of the gospel song.

CONTENTS

Beautiful Isle of Somewhere (Livingston) • Brethren, We Have Met to Worship (Wellman) • Hiding in Thee (Loree) • His Eye is on the Sparrow (Hughes) • In the Secret of His Presence (Livingston) • Jesus Is All the World to Me (Rogers) • Jesus is the Sweetest Name I Know (Livingston) • Meditation on "Sweet By and By" • More Like Jesus (Smith) • The Old-Time Religion (Thomas) • Pass Me Not, O Gentle Savior (Hegarty) • Prelude on "Kenosis" (Burroughs) • Singing I Go (Sewell) • Voluntary on "Amazing Grace" (Wellman) • The Way of the Cross Leads Home (McGee) • What a Friend We Have in Jesus (Hegarty)

Favorite Hymn Arrangements for Piano

Imaginative Arrangements of 13 Well-Loved Hymns

__ 70/1047 **Robert W. Thygerson** 8.95

This is a collection of the imaginative hymn arrangements of one of today's most talented Christian musicians. All selections are of easy to moderately-easy difficulty level and each title page includes the approximate time of performance. The exciting harmonies which accompany the familiar hymns in this collection will make it an instant favorite for both church and home pianists.

CONTENTS

Processional on "St. Denio" (Welsh) • Fantasy on "He Leadeth Me" (Bradbury) • Wonderful Words of Life (Bliss) • Something for Thee (Lowry) • America the Beautiful (Ward) • Postlude Fantasia • O Perfect Love (Barnby) • I Need Thee Every Hour (Lowry) • Variations on "Autumn" (Barth'le'man) • Living for Jesus (Lowden) • Prelude on "Garden" (Miles) • Variations on "Lower Lights" (Bliss) • Beneath the Cross of Jesus (Maker)

New Piano Collections from Purifoy Publishing Company

Face to Face

The Piano Artistry of Mary McDonald

Mary McDonald

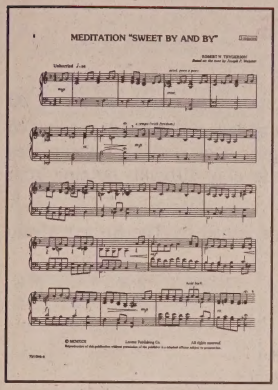
__ 70/1055 Collection 8.95
__ CA 118 Performance Cassette 9.95

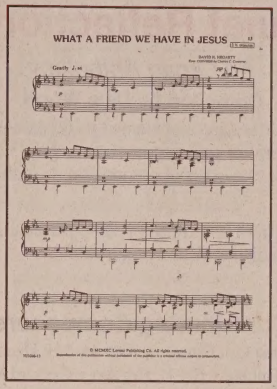
Piano • The piano artistry of Mary McDonald is now available in this premier solo collection of hymn favorites. This special companion product features 8 arrangements from her cassette recording *Face To Face* (CA 118), all composed in the inimitable Mary McDonald style.

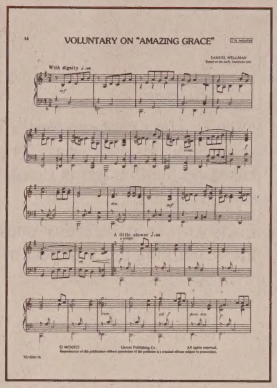
CONTENTS

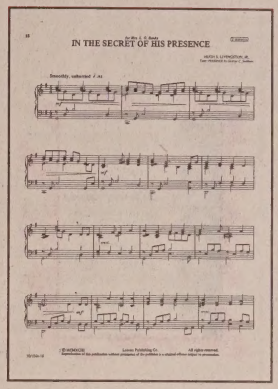
Brethren, We Have Met to Worship • We're Marching to Zion • His Eye Is On the Sparrow • I Gave My Life for Thee • There Is A Fountain • My Jesus, I Love Thee • Blessed Be The Name • Face To Face

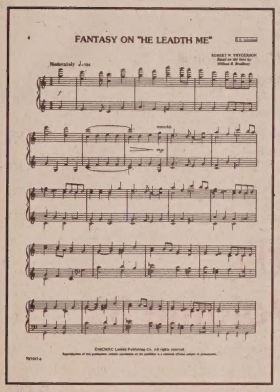
New Piano Collections from Lorenz Publishing Company

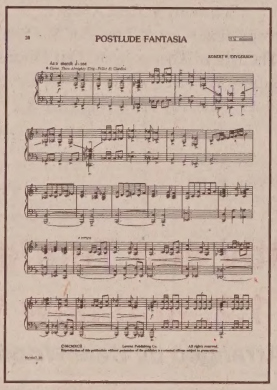


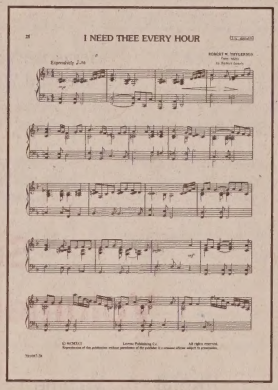


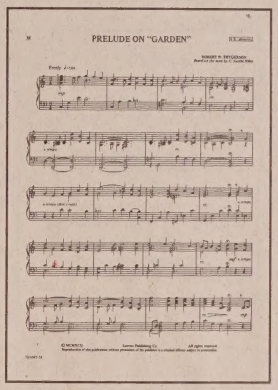




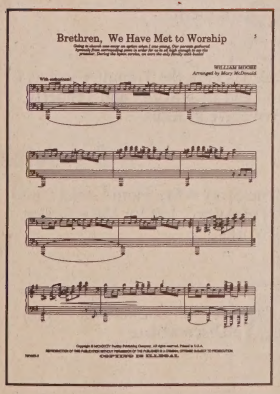


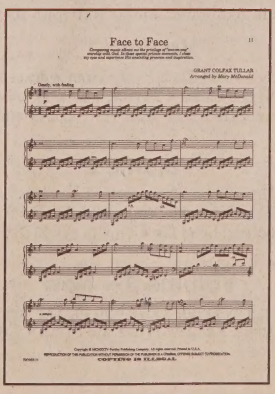


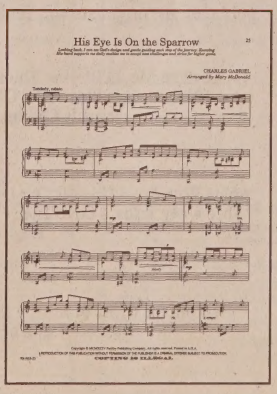


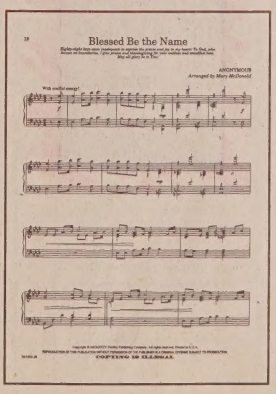


New Piano Collections from Purifoy Publishing Company









Quiet Reflections

An Organ Anthology

__ 70/1028 **Compiled by Dale Wood** 8.50

Nine Leading contemporary composers are represented in this stunning new collection of meditative service music, appropriate for general or commmunion use. This 32-page book contains seven pieces based on familiar hymn tunes, plus two original compositions, with a level of difficulty ranging from easy to medium

Each work was carefully chosen from the most popular publications issued by The Sacred Music Press, marking the 30th year of this distinguished organ catalog.

Contributing Composers

Emma Lou Diemer • Raymond H. Haan •
Robert Hebble • Hal H. Hopson • Gerhard Krapf •
Gilbert M. Martin • Richard Purvis • Gordon Young • Dale Wood

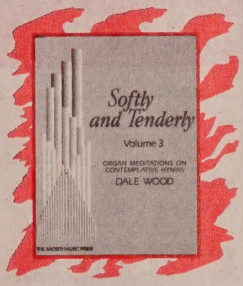
Contents

Soliloquy • Steal Away •
Introspection • Jesus, Lover of My Soul •
Jesus, the Very Thought of Thee • Jesus, Our Divine Companion •
My Shepherd Will Supply My Need • The King of Love My Shepherd Is •
O Jesus, Joy of Loving Hearts

Softly and Tenderly
Volumes 1,2, and new Volume 3

Arranged by Dale Wood

__ KK505 Volume 1 . . . . . 8.50
__ 70/1001 Volume 2 . . . . . 8.50
__ 70/1040 Volume 3 **NEW** 8.50



The "Softly and Tenderly" collection continue to be our most popular organ publications, and all three volumes are guaranteed to become all-time standards. The selections include hymn tunes which are invariably named in national polls as favorites of the people, and these cherished melodies are enriched through Dale Wood's sensitive and warm arrangements. Reviewers have acclaimed these publications, organists will find them invaluable, and congregations will love them.

Volume 1

He Leadeth Me, O Blessed Thought! • I Need Thee Every Hour • Jesus Calls Us O'er the Tumult • Just as I Am, Without One Plea • The Old Rugged Cross • Savior, Like a Shepherd Lead Us • Softly and Tenderly, Jesus Is Calling • Sweet Hour of Prayer • What a Friend We Have in Jesus

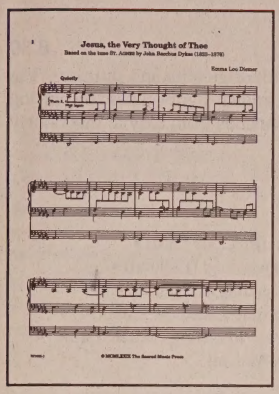
Volume 2

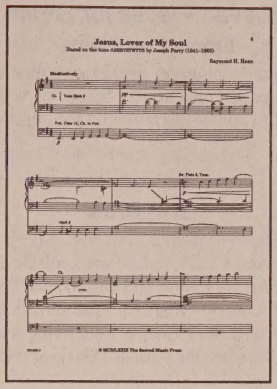
Abide With Me • Great Is Our God (How Great Thou Art) • I Love to Tell the Story • My Faith Looks Up to Thee • My Jesus, I Love Thee • O Master, Let Me Walk With Thee • Rock of Ages, Cleft for Me • Savior, Like a Shepherd Lead Us • This Is My Father's World

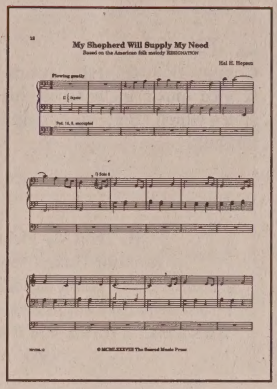
Volume 3 -- New

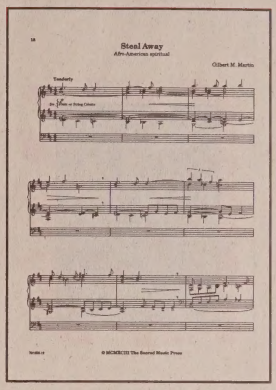
Beneath the Cross of Jesus • Savior, Thy Dying Love • In the Garden • Pass Me Not, O Gentle Savior • Blessed Assurance • Jesus, Keep Me Near the Cross • Come, Ye Disconsolate

New Organ Collections from Sacred Music Press

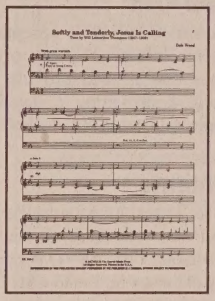


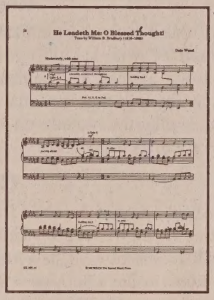


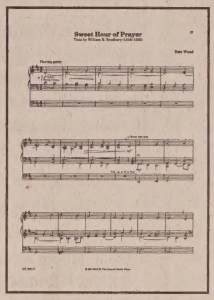


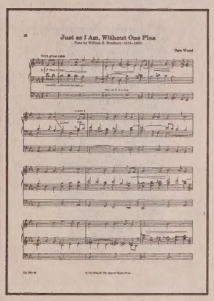


Volume 1

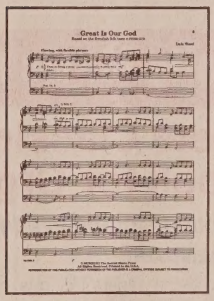


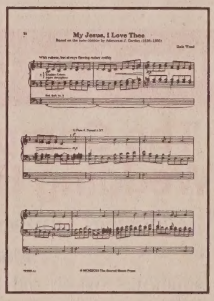


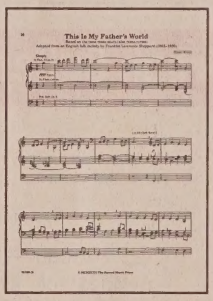


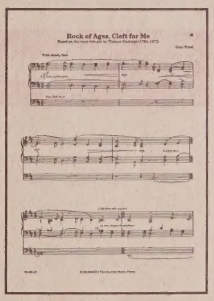


Volume 2

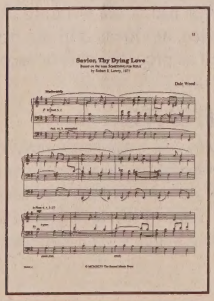


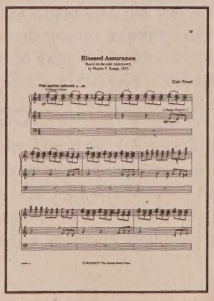


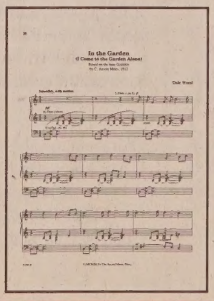


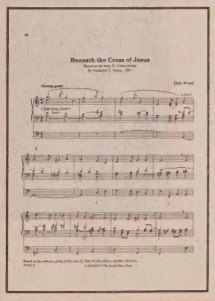


Volume 3







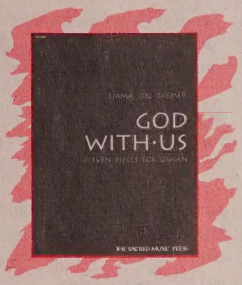


New Organ Collections from Sacred Music Press

God With Us

Eleven Pieces for Organ

__ 70/1039 **Emma Lou Diemer** 8.50



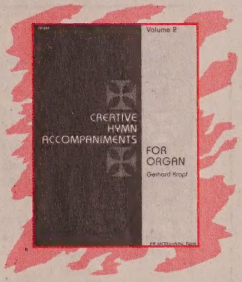
Compositions from this award-winning composer are always filled with originality and surprises. The service music included in this colorful collection is based on well-known hymn tunes, displaying styles which range from traditional to contemporary, with technical demands from easy to moderately difficult.

Contents

Be Thou My Vision (Slane) • Precious Lord, Take My Hand (Precious Lord) • Amazing Grace (New Britain) • Take MyLife and Let It Be Consecrated (Hendon) • Lift Up the Gates Eternal (Psalm 24) • Now, on Land and Sea Descending (Vesper Hymn) • O Jesus, I have Promised (Angel's Story) • The Day Thou Gavest, Lord, Is Ended (St. Clement) • What a Friend We Have in Jesus (Converse) • God, Whose Giving Knows No Ending (Beach Spring) • God, Who Stretched the Spangled Heavens (Holy Manna)

Creative Hymn Accompaniments Vol 2

__ 70/1054 **Gerhard Krapf** 8.50



The first collection of these hymn harmonizations met with wide acceptance, and we are pleased to now offer an additional 31 well-known hymns in Volume 2. These organ accompaniments avoid extreme departures from hymnal harmonizations and instead provide pleasing alterations which greatly enhance the vitality of congregational song. Each setting is playable on one or two manuals, allowing the organist to play the melody on a solo register when desired. Not difficult, and a handy master index for both volumes is provided.

Contents

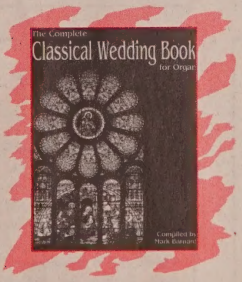
Adeste Fideles • Angel's Story • Azmon • Brother James' Air • Darwall's 148th • Down Ampney • Duke Street • Easter Hymn • Eventide • Grosser Gott • Hamburg • In Babilone • In Dulci Jubilo • Italian Hymn • Judas Maccabaeus • Melita • Mendelssohn • Nicaea • O Perfect Love • O Quanta Qualia • Olivet • Rathbun • Rhosymedre • St. Anne • St. Columba • St. Denio • St. Dunstan's • St. Theodulph • St. Thomas • Song 13 • Veni Emmanuel

New Organ Collections from Unity Music Press

The Complete Classical Wedding Book for Organ

Classical Transcriptions for the Wedding

__ 70/1050 **Mark Barnard** 12.50



Selected from the instrumental, vocal, and orchestral repertoire, this organ collection provides a complete resource of classical music for weddings. The book is comprised of many sacred classics and other joyous and solemn selections appropriate for use at all wedding services. The quiet reflective pieces, intended for use before or during the service, are located in the front of the book followed by some wonderful festive works which may be used as processionals or recessionals. Also available is a companion volume for piano (70/1051).

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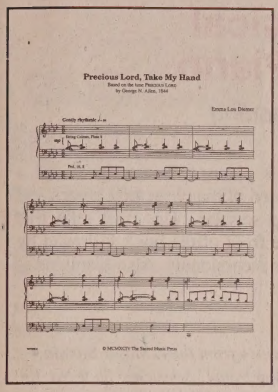
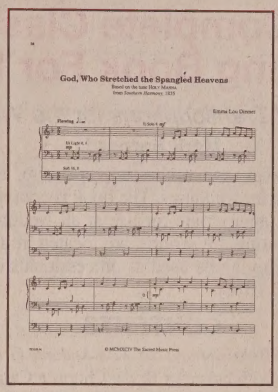
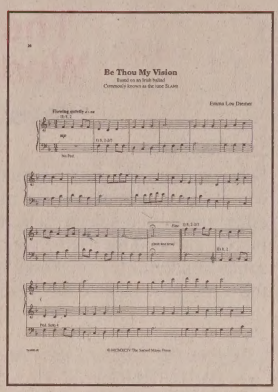
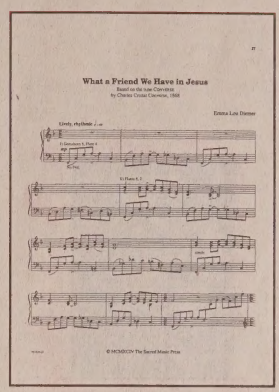
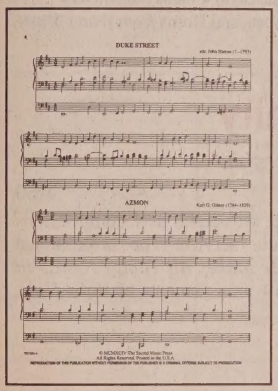
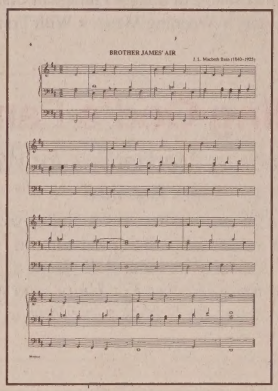


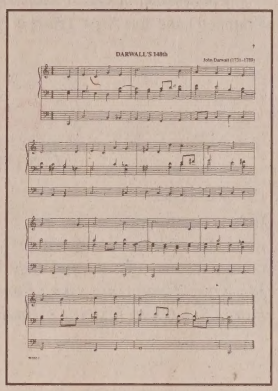


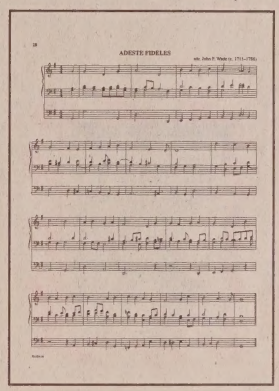




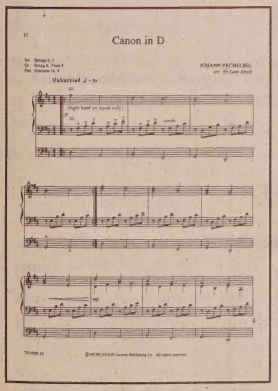


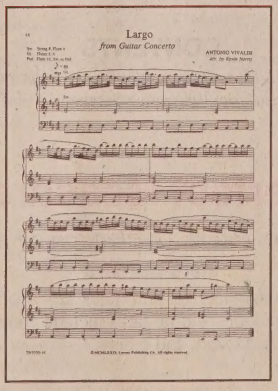


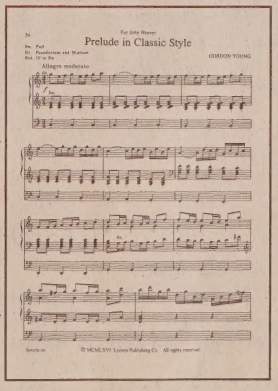


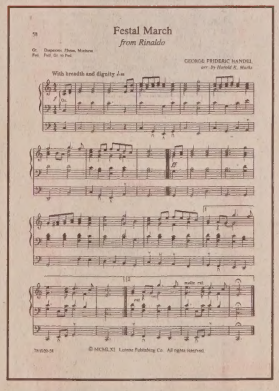


New Organ Collections from Unity Music Press









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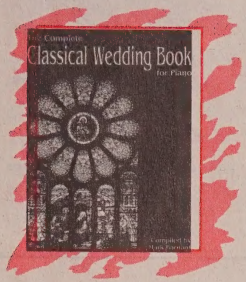

The Complete Classical Wedding Book For Piano

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__ 70/1051 **Mark Barnard** 12.50

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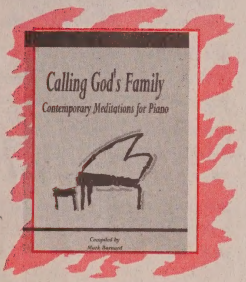
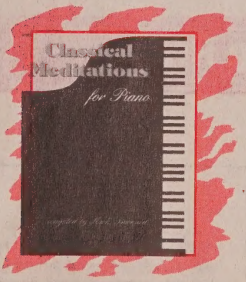


Calling God's Family

Contemporary Meditations for Worship

__ 70/1052 **Mark Barnard** 7.50

In a contemporary style, this book of piano meditations includes some wonderful new compositions ideal for preludes, interludes and other reflective moments in your service. The inspirational compositions of easy and medium difficulty include: *A Reflection...He Makes All Things New...Fill Me Now...Footprints... The Emmaus Road...Prayer For Unity*...and new arrangements of *Holy, Holy, Holy...The Church's One Foundation* .. and the Schubert *Ave Maria*.



Classical Meditations for Piano

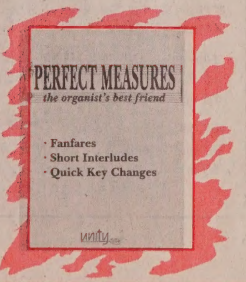
Reflective Vignettes from Master Composers

__ 70/1053 **Mark Barnard** 8.50

This collection is a wonderful resource of meditative music for worship. From the pens of well-known composers these inspiring works are easily mastered and comprise an especially useful addition to the service repertoire.

CONTENTS

Adagietto • Apres Un Reve • Ave Verum • Gymnopedie No. 1 • Intermezzo • Largo • Lyric Meditation • O Rest in the Lord • Pie Jesu from Requiem • Serenade • Sinfonia No. 6 • Traumerei



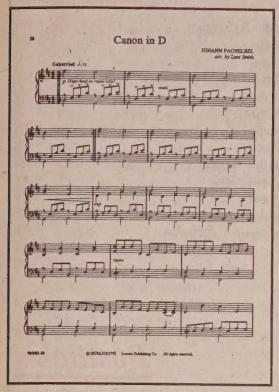
Perfect Measures

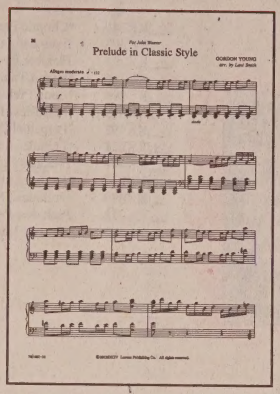
For Organ, Piano, or Electronic Keyboard

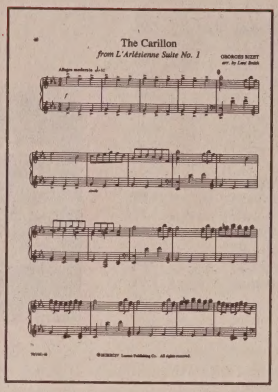
__ 70/1056 **Mark Barnard** 8.50

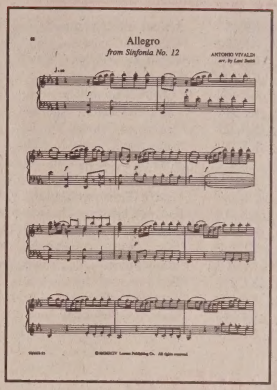
An ideal collection of short interludes, fanfares, and quick key changes any church keyboardist will want within a hand's reach! The interludes and fanfares include contemporary compositions and brief excerpts form works of Handel, Bach, Mozart, and others.

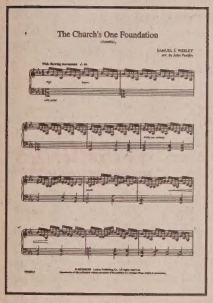
New Piano Collections from Unity Music Press

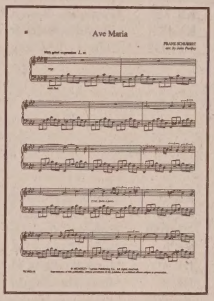


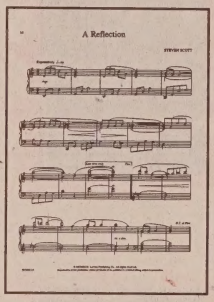


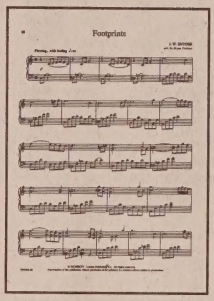


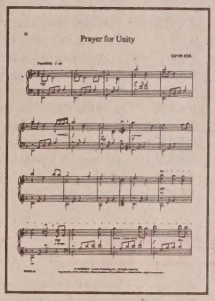


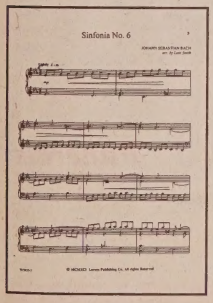


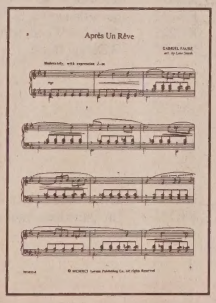


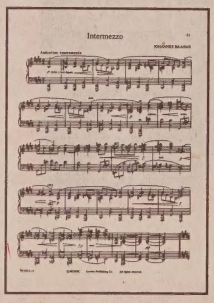


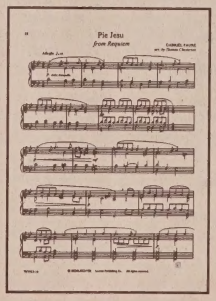


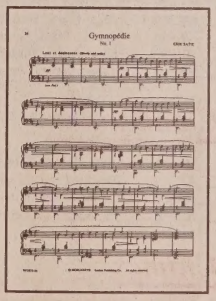


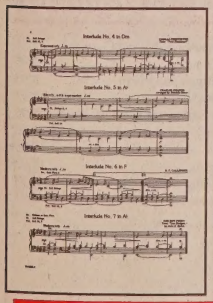


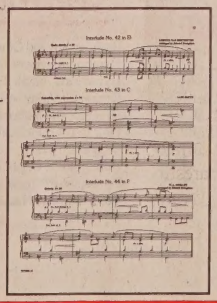


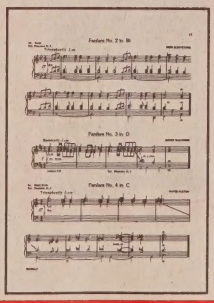


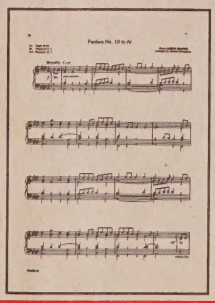


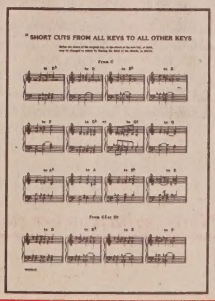












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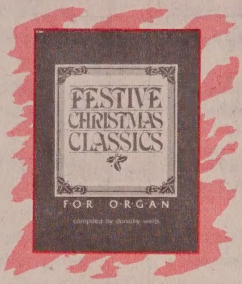

Lent/Easter

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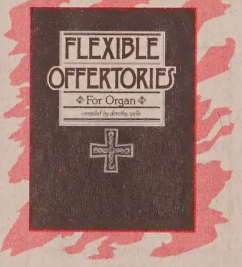

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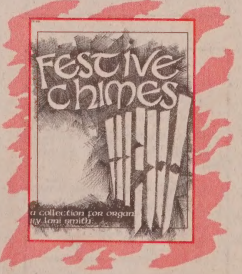

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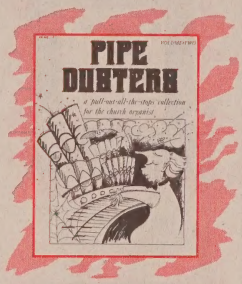

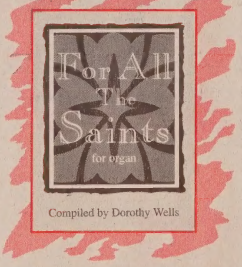

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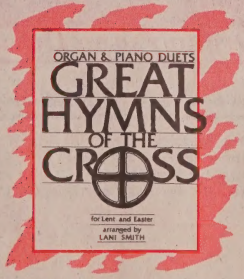

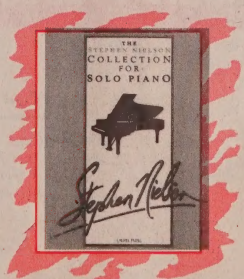

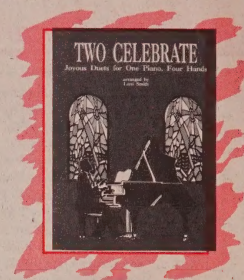

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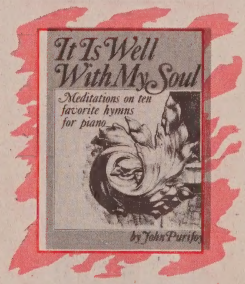

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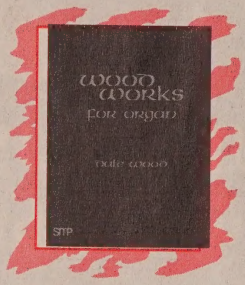

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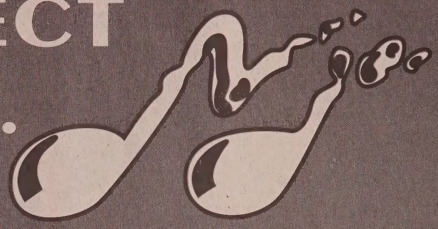

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The Sacred Organ Portfolio • Easy to moderately difficult music printed on three staves (see page 23)

The Sacred Organ Journal • Challenging music for the trained organist (see page 24)

The Church Pianist • Easy to moderately difficult music for the church service or home enjoyment (see page 25)

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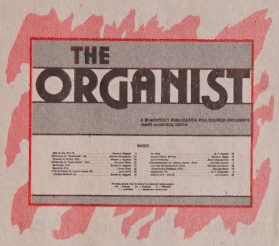
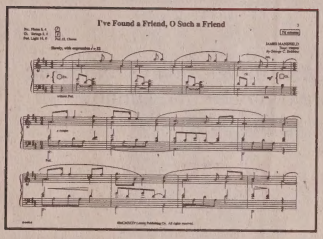
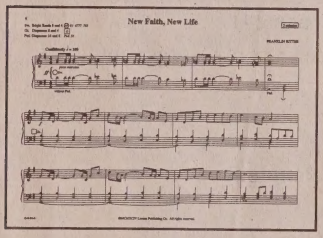
The Organist

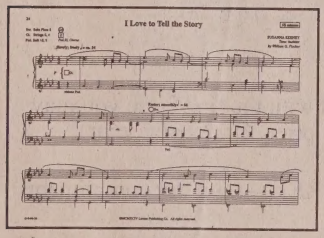
Easy music printed on two staves

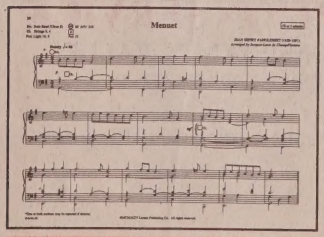


Our most popular organ magazine! ***The Organist*** supples countless church organists with easy-to-play and easy-to-listen-to music for their services. As it has for 96 years, every other month ***The Organist*** brings you simple preludes, offertories, and postludes in a wide variety of styles. There are arrangements of classics, hymns and gospel songs, as well as original music by contemporary composers. The music is printed on two staves, with the pedal part in the bass clef. All of the selections in ***The Organist*** are timed and contain registrations for pipe, electronic, and Hammond organs.









Contents -- September/October Issue

Menuetto (Joseph Haydn)
Menuet (Jean Henry d'Anglebert)
The Way of Peace (David Paxton)
Hosanna to the King (Gene Clarke)
New Faith, New Life (Franklin Ritter)
Chanson Amoroso (Donald Lee Moore)
Hear My Cry, O God (Donald Callender)
I Love to Tell the Story (Susanna Keeney)
Stand Up, Stand Up for Jesus (Lani Smith)
Interlude On "Hankey" (Vivian Vevenger)
O Wondrous Food of Blessing (Penelope Quince)
Lord Jesus Christ, We Humbly Pray (Mercy Bartlett)
I've Found a Friend, O Such a Friend (James Mansfield)

Subscription	Cost	Postage & Handling	Total	Savings
1 Year (6 issues)	$16.95	$2.65	$19.60	63%
2 Years (12 issues)	30.95	3.50	34.45	67%
3 Years (18 issues)	44.95	4.50	49.45	69%

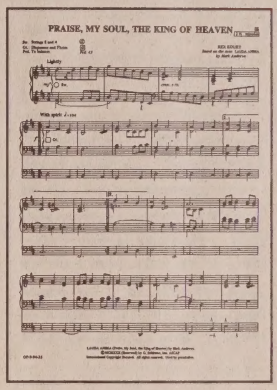
The Organ Portfolio

Easy to moderately difficult music printed on three staves

An organ magazine that solves your problem of planning service music once and for all! Now in its 57th successful year, ***The Organ Portfolio*** offers a variety of music that is moderately easy to difficult and well-suited to the experienced organist. Classics, chorale preludes, and hymn fantasias represent a large portion of the contents. It is printed on three staves on an upright page, with each selection timed and registrated for pipe, electronic, and Hammond organs.

Contents -- September/October Issue

Prelude (Frederic Chopin)
Vignette (Hall M. Macklin)
Lord of Life (David Pazton)
Andante (Johannes Brahms)
Reverie (Alexander Borodin)
Jacob's Vision (Steven Scott)
On Our Way Rejoicing (Lani Smith)
Take This Bread (Edward Broughton)
Sing to the Lord of Harvest (Dennis Eliot)
Jesus, Cornerstone of Our Faith (Forrest Hill)
Praise, My Soul, the King of Heaven (Rex Koury)



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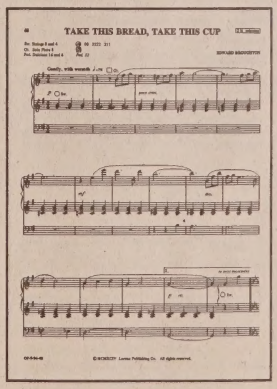
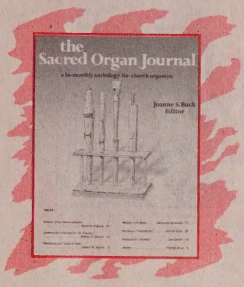
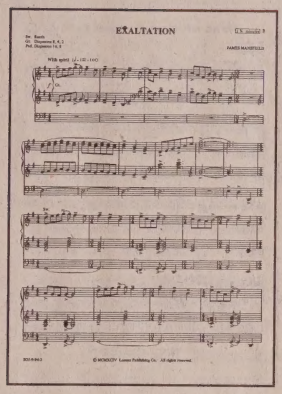


The Sacred Organ Journal

Challenging music for the trained organist

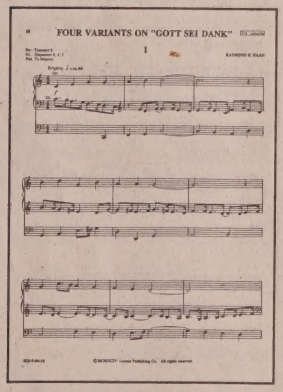


The primary purpose of ***The Sacred Organ Journal*** is to supplement the well-trained church organist's repertoire of practical and worthwhile service music. The Journal will be of value to teachers and recitalists as well. Besides making available music of many present-day composers, each issue includes appropriate selections from earlier periods, from the baroque to the romantic. In keeping with the worship orientation of the publication, contemporary works are chosen on the basis of somewhat conservative and restrained use of dissonance, assuming that the stylistically adventuresome organists will have their own preferred sources of music in the more unconventional idioms. The Journal is printed on three staves on an upright page, each selection is timed and offers suggestions for registrations.



Contents -- September/October Issue

Sketch (Henry Kihlken)
Exaltation (James Mansfield)
Les Moissonneurs (Francois Couperin)
Encounter at Jacob's Well (Rex Koury)
Be Thou My Vision (Brian Glyncannon)
Consecration and Rembrence (Lani Smith)
Four Variants On "Gottseidank" (Raymond H. Haan)
Lord Jesus Christ, Be Present Now (Johann Gottfried Walther)



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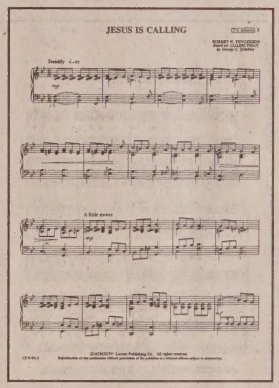
3 Years (18 issues)	44.95	4.50	49.45	69%

The Church Pianist

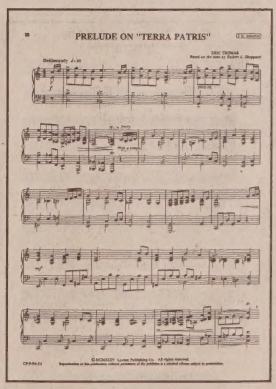
Easy to moderately difficult music for the church service or home enjoyment

The Church Pianist is the newest addition to Lorenz's line of useful, practical church music periodicals. Ideal for church use or home enjoyment, each 32-page issue is filled with attractive, melodious preludes, offertories, and postludes. There are arrangements of classics and hymns, as well as original compositions by well-known church music composers of today. Seasonal music is included in appropriate issues, and each will arrive in ample time for adequate preparation. As with all our keyboard periodicals, each selection is timed and contains helpful editorial notes concerning its performance and/or historical significance.



Contents — September/October Issue

Allegro Vivace (G.F.Handel)
Alone in the Garden (Ron Loree)
Sing to the Lord (Tom Birchwood)
In the Peaceful Presence (Lani Smith)
Jesus Is Calling (Robert W. Thygerson)
Prelude on "Terra Patris" (Eric Thomas)
Wonderful Words of Life (Wally Mayo)
Meditation for Communion (David Paxton)
Prelude on "Beach Spring" (Franklin Ritter)
In Heavenly Love Abiding (Samuel Wellman)
Joyful, Joyful, We Adore Thee (Edward Broughton)
Offertory on "Claudia Wir Pflugen" (Anna Laura Page)



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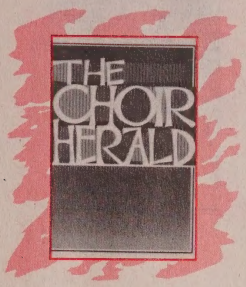


The Choir Herald

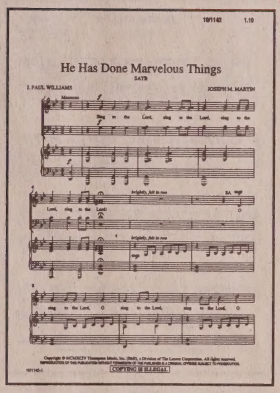
SATB music of easy to medium difficulty

Variety is easy to provide when you use ***The Choir Herald***. Published in a new bi-monthly format, this 98-year old periodical provides 48 pages of anthems and choral responses, right for the season and graded for your choir. The music is in SATB voicing printed in closed score, with solos and other interesting variations.

Plus

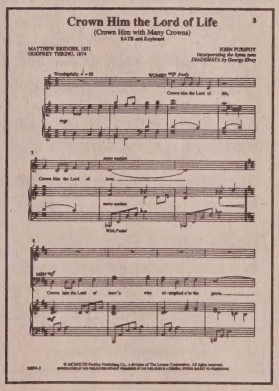
New For 1994

Free Recordings!


He Has Done Marvelous Things
SATB

Now, a recording of all ***Choir Herald*** selections will be available on cassette! You can use this cassette to enhance a performance, or to make your rehearsal time more productive. And you can even make copies of the tape so your choir members can practice at home!

This recording service would normally cost $25 per year. But for a limited time, you can get this service FREE. If you subscribe now, you will receive the cassettes at no extra charge for the term of your subscription!


Crown Him the Lord of Life
(Crown Him with Many Crowns)
SATB and Keyboard

Contents -- September/October Issue

Thanksgiving Song (Lee Dengler)
Give Us a Vision (Mary Lynn Lightfoot)
The Heavens Declare (Sandy Wilkinson)
Rejoice, Ye Pure in Heart (Terry Kirkland)
Crown Him the Lord of Life (John Purifoy)
Go Forth Into The World in Peace (John Purifoy)
He Has Done Marvelous Things (Robert Thygerson)

Subscription	Cost	Savings
6 issues (1 year)	$12.00	73%
12 issues (2 years)	$22.00	76%

You receive the recordings for FREE

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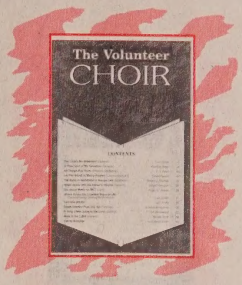
The Volunteer Choir

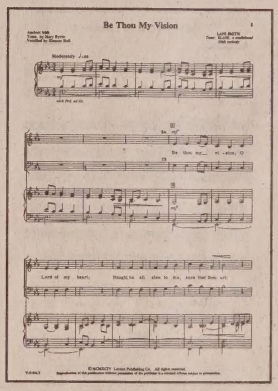
The easiest SATB choral music available



For over 80 years, ***The Volunteer Choir*** has helped small choirs bring full, polished musical performances to thousands of congregations. The music is timely and adds meaning to the service along with pleasure to the ear. There's flexibility to meet the seasonal variety of choir demands, and music is printed in easy-to-read closed score. There's an analysis of each anthem included in every issue -- It helps both director and singers to develop a feeling for the anthems and the music messages. Now in a new bi-monthly format, ***The Volunteer Choir*** brings you 48 pages of anthems and choral responses in a planned program of church music, seasonal and general.

Contents -- September/October Issue

Be Thou My Vision (Lani Smith)
Jesus, Stand Among Us (Lani Smith)
The Solid Rock (Eugene McCluskey)
Rescue the Perishing (Franklin Ritter)
Response to Prayer (Tom Birchwood)
O Bless the Lord, My Soul (Tom Birchwood)
Blessed Jesus, at Thy Word (Gerald Peterson)
Guide Me, O Thou Great Jehovah (Lani Smith)
I Sing the Mighty Power of God (Franklin Ritter)
Christ, Whose Glory Fills the Skies (Steven Scott)
Awake, My Soul, in Joyful Lays (Edward Broughton)
Bread of Heaven, On Thee We Feed (Edward Broughton)



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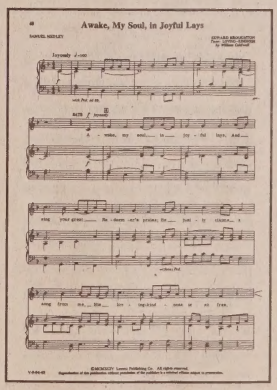
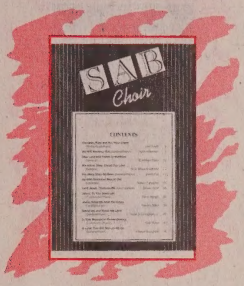
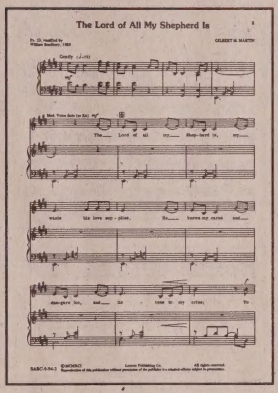


The SAB Choir

Music of easy to meduim difficulty for the "tenorless" choir

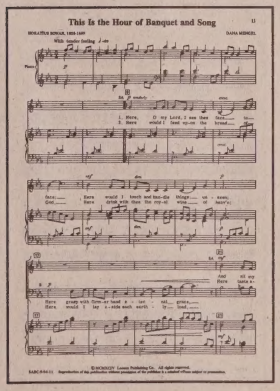


It's a universal problem: there are simply too few tenors in many church choirs, often none. That's why Lorenz offers this unique magazine -- a program of balanced, usable music for soprano, alto and baritone. Now published 4 times a year (Sept., Nov., Jan., and March), ***The SAB Choir*** offers helpful editorial notes and 48 pages of anthems and choral responses that are appropriate for your services in any season. Even if yours is an SATB Choir, this Lorenz magazine can offer you supplementary protection against unexpected absences.



Contents -- September/October Issue

I Wander by the Sea (Dale Wood)
Be Humble (Janie Marie Nebeker)
We're Marching to Zion (David Paxton)
O Word of God Incarnate (Gerald Peterson)
All the Way My Savior Leads Me (Lani Smith)
Praise to God, Immortal Praise (Franklin Ritter)
The Lord of All My Shepherd Is (Gilbert M. Martin)
This Is the Hour of Banquet and Song (Dana Mengel)
Hark, Ten Thousand Harps and Voices (Edward Broughton)



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The following are new products and special offers that are found in our new choral catalog:

- A ***money-back guarantee*** on all choral subscriptions. See page 21.

- A ***free*** recording of all anthems appearing in ***The Choir Herald***. Plus a ***free*** license to make copies of the companion cassette for each choir member. See page 26.

- When you buy the *Messiah* CD or cassette you will receive the vocal score for ***only*** 95¢. See page 44.

- An introductory offer of our new cantatas and children's musicals for only $6.00. This offer includes one score and cassette of the title of your choice. See pages 45-49. *Please - only one of each title per church.*

- With any order, we will send the top ten anthems in either traditional or contemporary style of sacred music for an only $2.00. It is a great way to review those titles proven to be effective by your fellow colleagues. See page 38.

- With any order, for an additional $3.00, we will send the 10 best-selling handbell pieces for your reference library. See page 53.

New Christmas Cantatas

New From Lorenz Publishing Company

The Promise Fulfilled

from Scriptural Prophecy to Physical Reality

Lani Smith

Once again the Smith/Privette team has come up with a winning Christmas cantata that is sure to thrill your congregation. This joyous new work offers an opportunity to contemplate through original music, familiar carols, and insightful narration the connection between the old testament prophecies and the actual events of Jesus' birth. You will find this cantata to be especially suitable for performance on the Sunday before Christmas, on Christmas Eve, or on Christmas Day. Approximate performance time: 40 min.

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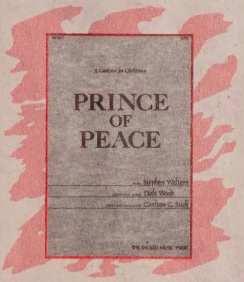
		After 12-1-94	12.50

New From Sacred Music Press



Prince of Peace

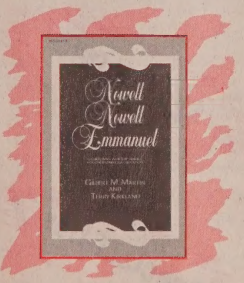
SATB, Optional Children's Choir, Soloists, and Narrator

Music by Stephen Walters, Additional Music by Dale Wood

Peace on earth is the theme of this glorious new choral work with lyrics and narration by Carlton C. Buck. Involvement of the full chorus is paramount, although there are optional and very accessible solos for treble and male voices. A children's choir may also participate by singing a delightful section with the men's voices. The original music is tuneful and finely-crafted, not difficult, and the inclusion of traditional (but not overworked) carols ensures a memorable presentation. Organists will delight in the colorful accompaniment written especially for their instrument. Duration is approximately 35 minutes.

__ 65/1011	SATB Score		5.95
__ 99/1021	Performance Cassette		9.95
__ 65/1012	Cassette/Score Combination (Limit one per church)	Through 12-1-94	6.00
		After 12-1-94	12.50

New From Triune Music, Inc.



Nowell, Nowell, Emmanuel!

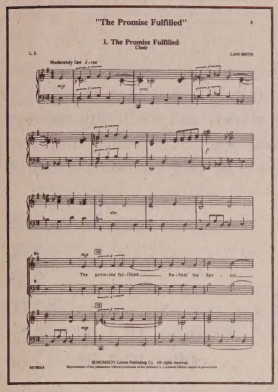
Dramatic, Dignified, and Distinguished

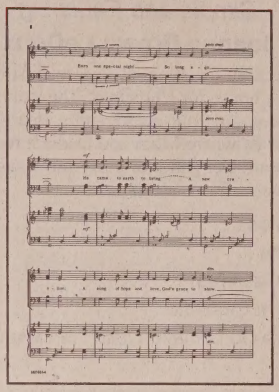
Gilbert M. Martin

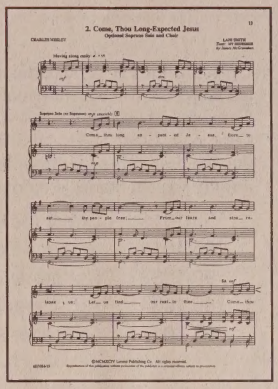
SATB, Flute • Triune Music is proud to present what we believe will become a Christmas Classic for choirs of every size and denomination. The truly exciting and distinguished music follows a basic "Lessons and Carols" format..,scripture readings followed by music on related subjects to create an exciting and at the same time dignified and touching order of Christmas worship. The work is an inspiring and dramatic combination of readings, original music, creative arrangements of familiar carols, exciting new music for traditional Christmas texts, and congregational participation in the singing of two carols in a candle lighting ceremony celebrating the coming of the "light of the world."

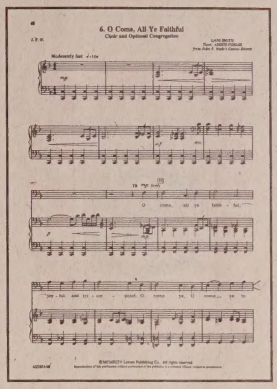
__ 65/1020	SATB Score		5.95
__ 65/1021	SAB Score		5.95
__ 99/1046	Performance Cassette		9.95
__ 99/1047	Accompaniment Cassette		50.00
__ 65/1022	Cassette/Score Combination (Limit 1 per church)	Through 12-1-94	6.00
		After 12-1-94	12.50
__ 30/1090	Full Score & Orchestra Parts		150.00

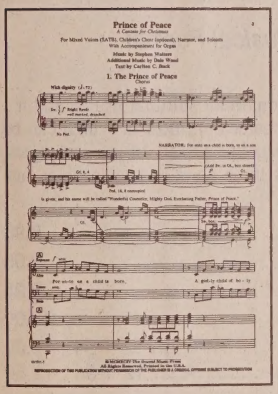
New Christmas Cantatas

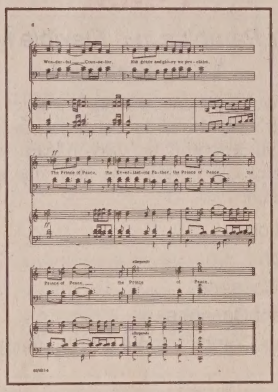


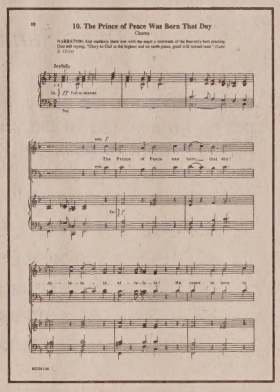


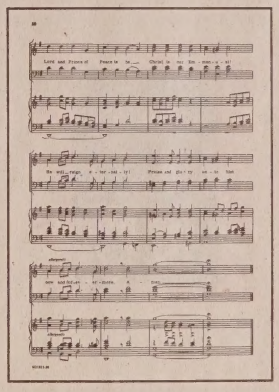


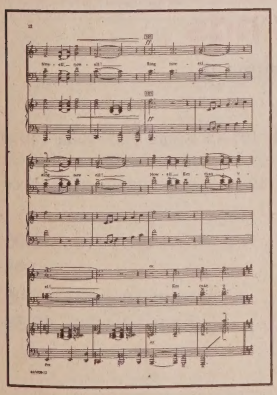


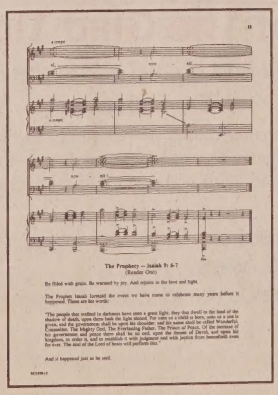


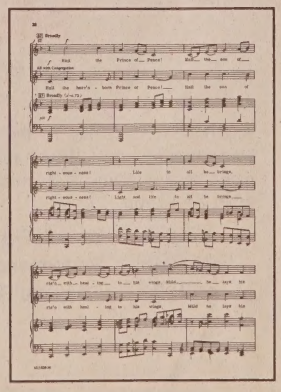


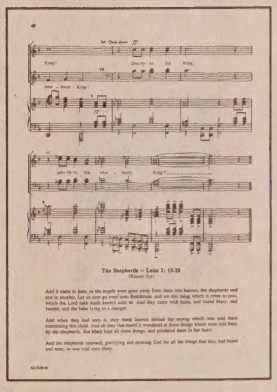












New Children's Musicals from Kirkland House

Gifts From The Heart

Simple and Enriching

Joanne Brown LeDoux

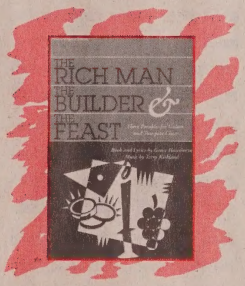
Unison/2-Part • An entertaining, often touching, always interesting story of the Anderson family's uncompleted trip to Grandmother's house for Christmas. The story is told in two scenes: traveling to Grandma's house in a make-believe car (four chairs and a steering wheel) and the living room of George & Annie's Bed and Breakfast where Mom and Dad are reminded and Jeni and Jeremy learn that the best gifts come from the heart. Delightful original music and familiar carols combined with an artfully written drama. Approximate performance time: 30 min.

__	65/1015	Director's Edition	8.95
__	65/1016	Singer's Edition	3.95
__	99/1033	Performance Cassette	9.95
__	99/1034	Accompaniment Cassette	40.00
__	65/1017	Cassette/Score Combination (Limit 1 per church) Through 12-1-94	6.00
		After 12-1-94	12.50

The Rich Man, The Builder, And The Feast

Three Familiar Parables in a Flexible Musical Format

Terry Kirkland



Unison/2-Part • It's funny, it's lively, it's entertaining, it teaches important spiritual truths, and it's perfect for any time of the year! It's filled with lots of interesting characters (most of which can be played by either boys or girls), eight delightful, but easy-to-learn songs in a variety of musical styles, and it's flexible. The three Parables can be told one at a time as three short musicals or as one performance of approximately 35 min.

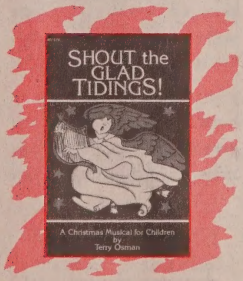
__	45/1016	Director's Edition	8.95
__	45/1017	Singer's Edition	3.95
__	99/1035	Performance Cassette	9.95
__	99/1036	Accompaniment Cassette	45.00
__	45/1018	Cassette/Score Combination (Limit 1 per church) Through 12-1-94	6.00
		After 12-1-94	12.50

New Children's Musical from Lorenz Publishing Company

Shout The Glad Tidings

A Bright and Easy-To-Prepare Musical

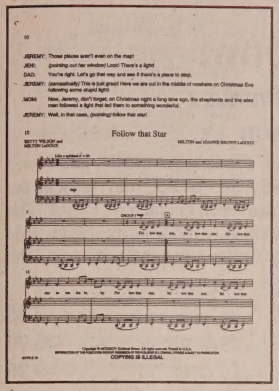
Terry Osman

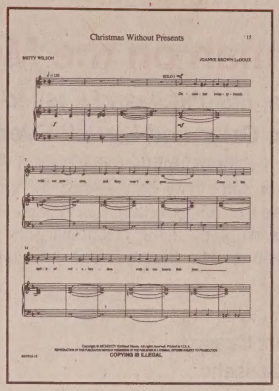


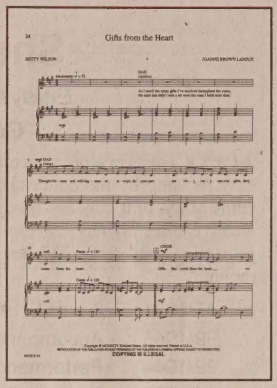
A wonderful retelling of the Christmas story for children, written for Unison/2-part voices in a contemporary style. Bright and contagious melodies are fun and easy to perform with imaginative piano accompaniment. Requires one adult and one child reader/narrator. Approximate performance time: 20-30 min.

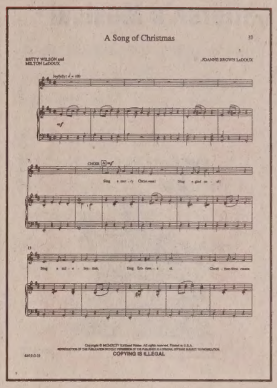
__	45/1019	Unison/2-part Score	3.95
__	99/1043	Performance Cassette	9.95
__	45/1020	Cassette/Score Combination (Limit 1 per church) Through 12-1-94	6.00
		After 12-1-94	12.50

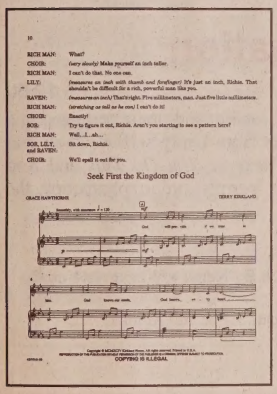
New Children's Musicals from Kirkland House

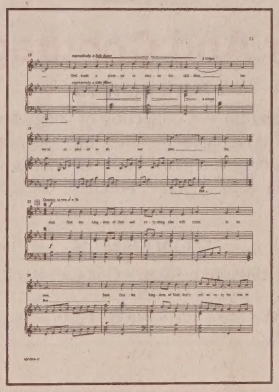


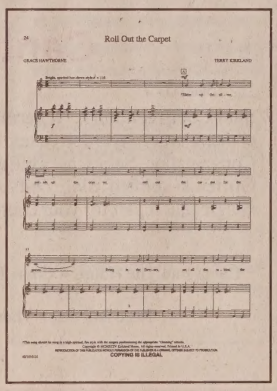


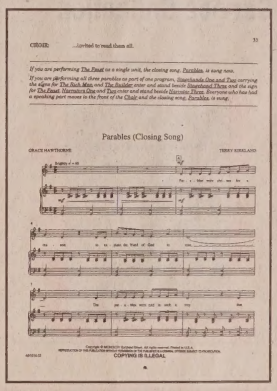




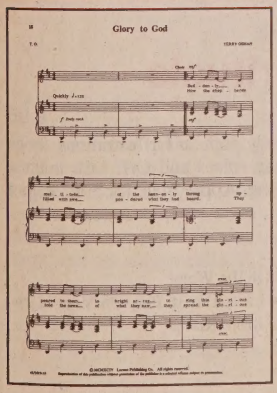


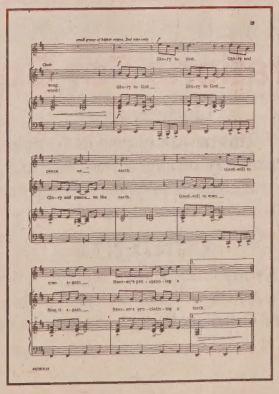


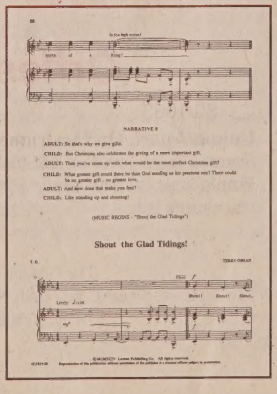


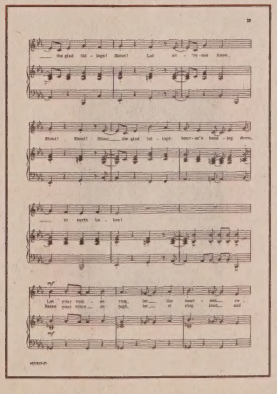


New Children's Musical from Lorenz Publishing Company









New Products from Unity Music Press

Children's Musical

Sherman on the Mount

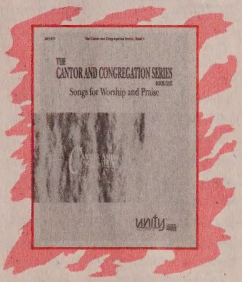
Enjoyable, Insightful, and Easy to Produce

Gene Grier and Lowell Everson

2-Part • This is a story concert...a delightful, uplifting message of God's love set to music. Each song may be sung by the entire choir, or solos may be assigned for variety. A narrator may present the entire story, or it may be "brought to life" by assigning individuals to read each character's words. The creative director may enhance this work by using costumes, sets, sounds of nature, overhead slide projections and more. Whatever you decide, Sherman will be happy to have you with him on "the mount."

__ 45/1021	2-part Score		3.95
__ 99/1045	Accompaniment Cassette		30.00
__ 99/1044	Performance Cassette		9.95
__ 45/1022	Cassette/Score Combination (Limit 1 per church)	Through 12/1/94	6.00
		After 12/1/94	12.50

Service Collection



Cantor And Congregation

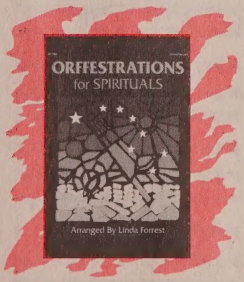
__ 30/1071 **Mark Barnard** 12.50

Solo/Congregation • General/Seasonal • A collection of songs for worship and praise arranged in a contemporary style for cantor and congregation. Titles include works from Unity's 1994 Choir and Congregation Series as well as arrangements of Judy O'Sheil's *Whenever You Do This* and Ron Griffen's spirited *Sing Out, Arise And Rejoice*. Purchase includes permission to photocopy the congregation part for your church.

CONTENTS

Come Into The House • Come Rejoicing, He Is Risen • God Calls Us Each By Name • Whenever You Do This
Taste and See • Those Who See Light • We Go Forth • Sing Out, Arise and Rejoice

New Choral Collection from Heritage Music Press



Orffestrations For Spirituals

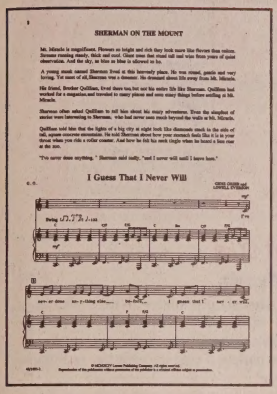
__ 30/1063 **Linda Forrest** 9.95

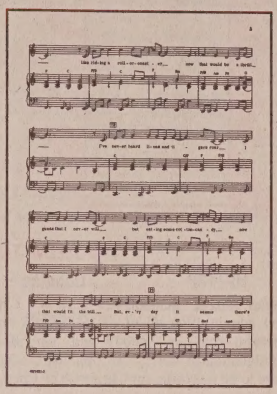
Unison/2-part, Orff Instruments • This newest classic in the extremely popular Orffestrations series features eight favorite spirituals creatively arranged for Unison/2-part voices and Orff instruments. Employing a variety of styles, they range from easy to fairly challenging. Appropriate for both school and church use.

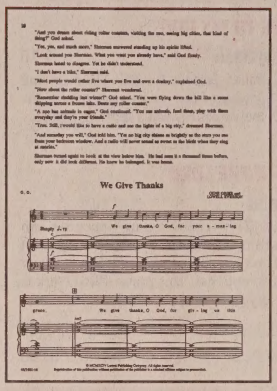
CONTENTS

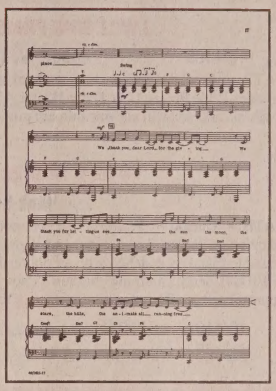
The Gospel Train • My Lord, What A Mornin' • Wade in the Water
Swing Low, Sweet Chariot/All Night, All Day • There's No Hidin' Place • Little David, Play On Your Harp
What You Gonna Call Your Pretty Little Baby? • One More River

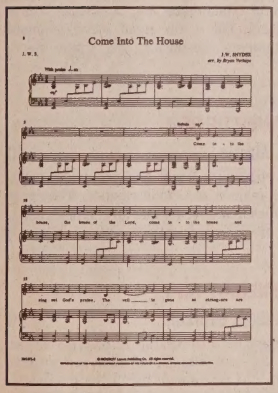
New Products from Unity Music Press

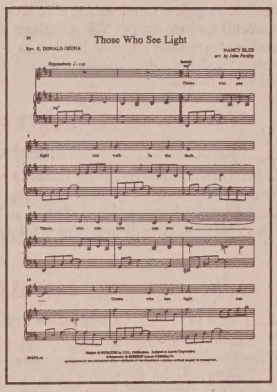


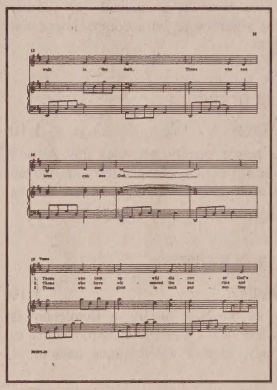


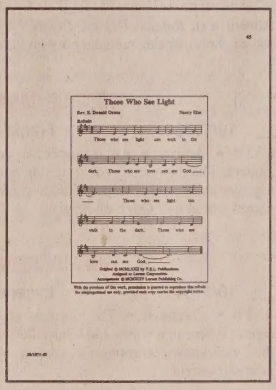










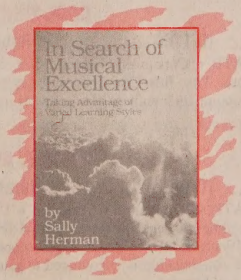


New Textbook from Roger Dean Publishing Company

In Search Of Musical Excellence

A "Must Read" for Any Music Educator

Sally Herman



"*Beginning with a reminder that music educators are not entertainers, Sally Herman has structured her text so that the reader will benefit instantly from a study of the first few pages and, futhermore, discover a continuum of methods which will...guarantee a higher level of performance.*" These words, quoted from Eph Ehly's foreword to the book, hint at the "must-read" status this book has already received. Sally has distilled into a most practical format the "few simple rules" that have helped her become one of America's most successful and well-respected music educators. We are indeed proud to have Sally as part of our team, and are confident that this book will be one that remains open on your desk, and not simply collecting dust on the bookshelf.

__	30/1022	Text	25.00
__	99/1022	Video	35.00
__	30/1075	Video/Text Combination	55.00

New Octavos from Lorenz Publishing Company

EXALTATION SERIES

I WILL SING PRAISES TO MY GOD

__ 10/1160 **Robert W. Thygerson** 1.10

SATB • A bright and exciting anthem of praise, perfect for the Thanksgiving service. With *Praise God From Whom All Blessings Flow* as its centerpiece, the rhythmic and colorful accompaniment propels the voices toward a thrilling climax.

TO GIVE THANKS TO THE LORD

Hank Beebe

SATB • Unison • Trumpet (2), Trombone (2) • Thanksgiving/General • An adaption of Psalm 92 in a joyful and elegant setting. The solid accompaniment, best suited to piano, is matched with an optional brass quartet, parts available separately (30/1064), and a charming children's choir, also optional. This praise-filled work is appropriate for a Thanksgiving service or for any service of a festival nature.

__ 10/1161 SATB Score 1.25

__ 30/1064 Instrumental Parts 10.00

HAIL TO THE LORDS ANOINTED

__ 10/1162 **Edward Broughton** 1.10

SATB, Organ, Congregation • Advent • The Advent season might be ushered in with this bold setting of a familiar hymn tune, normally associated with another Advent text, *Rejoice Rejoice Believers*. The vigorous organ accompaniment and robust choral writing create a powerful anthem.

ONCE HE CAME IN BLESSING

__ 10/1163 **Franklin Ritter** 1.10

SATB • Advent • An introspective and gentle quality pervades this Advent anthem. The expressive vocal writing and the hypnotic accompaniment are woven together in a seamless expression of musical anticipation, reminding us that "still he comes within us." Quite diverting!

INFANT JESUS, HOLY ONE

__ 10/1164 **Eugene Butler** 1.10

SATB • Christmas • The familiar scene of the holy family in Bethlehem is captured here in a warm and tender fashion. The new Carlton Buck text, wedded to this well-known composer's vibrant melody, creates a Christmas anthem of peaceful serenity.

A GIFT OF ALLELUIA

__ 10/1165 **Gilbert M. Martin** 1.10

SATB • Christmas • From its hushed opening on to its thrilling climax, this highly original Christmas anthem packs a wallop! Voices and accompaniment build steadily, until the glorious choral "Alleluia's!" threaten to overwhelm in yuletide joy. The drama is irresistible and the excitement is magical!

COOL NIGHT, QUIET NIGHT

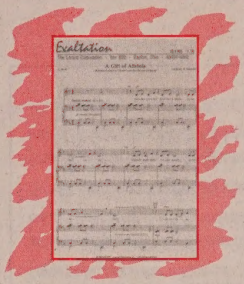
__ 10/1166 **Robert C. Lau** 1.10

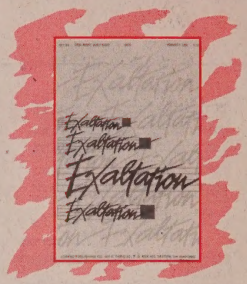
SATB • Christmas • A reflective, contemplative and altogether gentle musical opus. That first Christmas night is captured here in serenity, the voices quietly crooning their anthem of awe and wonder. Simplicity itself!

O COME, ALL YE FAITHFUL

__ 10/1167 **Gerald Peterson** 1.10

SATB, Congregation • Christmas • The sounds of the holiday season sparkle from beginning to end in this exciting *Adeste Fidelis* setting. The choral writing is not difficult and the muscular organ accompaniment remains secure throughout. Even the congregation is encouraged to join in! A delightful addition for the Christmas choral library.





FOLLOW THAT STAR

__ 10/1168 **Douglas E. Wagner** 1.10

2-Part Mixed, Handbell (2 Octaves) • **Christmas/Epiphany** • With a charming text admonishing all of us to "follow that star of Bethlehem," the composer's graceful folk-like melody and delightful accompaniment will win over any combination of voices. An optional 2-octave handbell part adds to the festivities. Sure to be a favorite for Christmas or Epiphany!

COME TO THE TABLE, CHILD OF MINE

__ 10/1169 **Daniel Burton** 1.10

SATB, Organ • Communion • A thoughtful communion text combined with a graceful melody shapes this exquisite anthem. The warm organ accompaniment moves the textured choral writing to a luminous conclusion, and a solo voice, though optional, adds considerable interest.

THE MIGHTY POWER OF GOD

__ 10/1170 **Gilbert M. Martin** 1.10

2-Part Any Combination of Voices • A vigorous, bright and highly rhythmic setting of an Isaac Watts text expressing the majesty of God in creation. The lively accompaniment supports two spirited melodies that develop into an exciting canon. This notable achievement is perfect for any service of praise!

FIVE CHORAL BENEDICTIONS

__ 10/1171 **Gene Grier and Lowell Everson** 1.10

SATB • Following up with their earlier and successful *Benedictions*, the Grier/Everson team have brought together five new settings, this time performable a cappella or with keyboard. How ever they're performed, they'll be a valuable addition to your library's responsorial material, and useful throughout the church year.

OUR LORD IS A MIGHTY GOD

__ 10/1172 **John Burson** 1.25

SATB • A razzle-dazzle setting of Psalm 29, invoking an awesome and powerful God—but not a piece of music for the faint of heart! This dynamic praise anthem requires a vigorous and well-trained ensemble to fully achieve the music's fire and flame. The expended effort will be well worth the challenge.

I LOVE TO TELL THE STORY

__ 10/1173 **Gilbert M. Martin** 1.10

SATB • The famous Hankey/Fischer hymn, beloved by choirs and congregations everywhere, here receives a lyrical and luxuriant arrangement in a quietly unhurried 3/4 meter. The voices and accompaniment flow effortlessly throughout this memorable setting. Sure to be requested again and again.

THE KINGDOM OF GOD

__ 10/1174 **Stephen L. Lawrence** 1.10

SATB • Advent • Tucked into the middle of this warm, original setting of the Beatitudes is a not-so-thinly disguised *When The Saints Go Marching In*, of all things! (Your congregation might not recognize it, but you will). More than an oddity, this is an extremely well-crafted anthem, with a comfortable accompaniment wedded to a vivid melody. Quite a success!

New Octavos from Lorenz Publishing Company

ECHO CAROL

__ 10/1177 **Hugh S. Livingston, Jr.** 1.10

SAB • Christmas • A joyful expression of the shepherd's account of Christ's birth.

OPEN MY EYES, LET ME SEE

__ 10/1178 **Hugh S. Livingston, Jr.** 1.10

SATB • A tender new musical setting for an old familiar text.

JESUS, TO THY TABLE LED

__ 10/1179 **Dana Mengel** .95

SAB • Communion • A thoughtful text and tender music make this an ideal anthem for that special Communion service.

STAND UP, AND BLESS THE LORD

__ 10/1180 **Hugh S. Livingston, Jr.** 1.10

SAB • An invigorating setting of the tune ST. THOMAS with a "classical" sounding accompaniment.

RISE, MY SOUL

__ 10/1181 **Gregg Sewell** 1.10

SAB • A classic text in a fesh contemporary setting.

COME, O PRECIOUS RANSOM, COME

__ 10/1182 **Lani K. Smith** .95

SAB • Advent • Easy • A flowing, haunting anthem that runs the dynamic gamut from *p* to *ff*.

GOD'S GIFT OF LOVE

__ 10/1183 **Robert J. Hughes** .95

SAB • Christmas • Easy • The well-known theme from Chopin's *Etude*, Op. 10, No. 3, in a choral version telling of the greatest of all gifts—God's Son.

WHEN JESUS CAME

__ 10/1184 **Hugh S. Livingston, Jr.** 1.10

SATB • Advent • Easy • A contemplative plea to the Savior to come once again.

New Octavos from Triune Music, Inc.

HOW GREAT OUR JOY

__ 10/1134 **Stan Pethel** 1.10

SATB • Christmas • An up-beat Baroque-style setting of the traditional German carol. Dramatic antiphonal sections, a wide range of dynamic contrasts, and a bright, full ending. Exciting and joyful, but not difficult.

CELEBRATE THE COMING OF THE LORD

__ 10/1135 **Don Phillips** 1.10

SAB • Christmas • A revoicing of the vibrant, up-beat, contemporary style Christmas celebration anthem from the cantata *God's Promise* (65/1005). Joyful and rhythmic. Also available for SATB (10/1042).

SLEEP LITTLE BABY

__ 10/1136 **Joseph M. Martin** 1.10

SATB • Christmas • A gentle Christmas lullaby, tender and expressive, inviting the baby Jesus to sleep "safe in his mother's arms. Peace be your blanket, love be your dream," ending with an invitation for all to "come adore."

RING THE BELLS, SING NOWELLS

__ 10/1137 **Terry Kirkland** 1.10

SATB/Optional Handbells 2-3 Octaves (11 Bells) • Christmas • A bright up-beat Christmas announcement anthem... "A child is born in Bethlehem"... with a soft, slow, contrasting middle section, soprano descant, and easy but exciting bell part (included in the octavo).

HE LEFT HIS THRONE

__ 10/1138 **Don Phillips** 1.10

SATB/optional flute • Christmas/General • A sensitive and expressive arrangement of the Timothy Matthews tune. The Emily Elliott text speaks eloquently of the birth and the crucifixion, making it an excellent choice for Christmas or as a commitment anthem any time of the year.

COME, GREAT DELIVERER, COME

__ 10/1139 **Joe Glass** 1.10

SATB • A rich, dramatic, minor key setting of a forgotten Fanny Crosby text calling on God for help in difficult times. Tenderly expressive, yet powerful emotionally.

OUR HOPE FOR YEARS TO COME

__ 10/1140 **Stan Pethel** 1.10

SATB • General/Reformation • A majestic and up-lifting new setting of the powerful Isaac Watts O GOD OUR HELP IN AGES PAST text with simple, easy-to-learn choral parts, brisk baroque-style accompaniment, and a brief *a cappella* section. Exuberant and joyful.

SAVIOR, LIKE A SHEPHERD LEAD US

__ 10/1141 **Joseph M. Martin** 1.10

SATB • A tender and flowing ballad-style setting of the familiar Dorothy Thrupp text beautifully capturing the warmth and gentleness of the Christ as Shepherd allusions in the text. Charmingly simple and expressive.

REMEMBER ME

__ 10/1159 **Craig Curry** 1.10

SATB/Optional Flute • Communion/Holy Week/General • A delicately expressive, almost haunting melody, rich flowing harmonies building to a powerful "I have made you free" climax, and ending quietly with a final "remember me."

HE HAS DONE MARVELOUS THINGS

__ 10/1142 **Joseph M. Martin** 1.10

SATB • A dramatic general praise anthem with brief Maestoso introduction, a rhythmic and energetic main theme, a contrasting middle section building to an exciting canon treatment of the theme building to a joyful, climatic ending. Exuberant and up-lifting.

BENEATH THE CROSS OF JESUS

__ 10/1158 **Gregg Sewell** 1.10

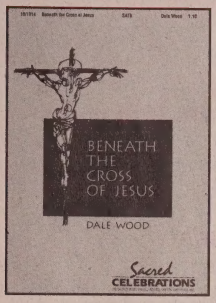
SATB/Optional Solo •A beautifully creative new setting of the familiar hymn text with music based on *St Christopher*. Harmonically rich and varied, interesting and expressive, emotionally powerful.

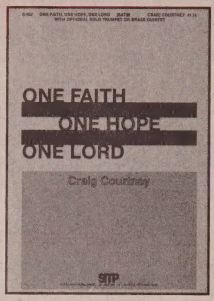
HOW SHALL WE KNOW HIM?

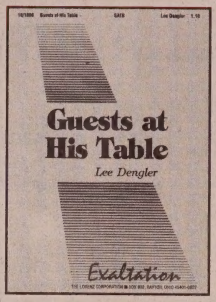
__ 10/1175 **Gilbert M. Martin** 1.10

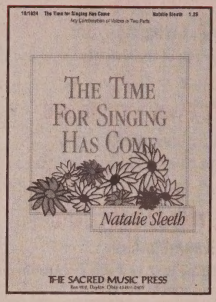
SATB/Optional Flute • Advent/Christmas • A richly lyrical and wonderfully expressive setting of questions and answers..."How shall we know him when he comes? Not by any din of drums, neither by the manner of his airs, not by anything he wears." But "we *shall* know him when he comes! And his coming shall be known by the holy harmony which his coming makes in thee." A masterpiece from the Christmas Cantata *Nowell! Nowell! Emmanuel* (65/1020).

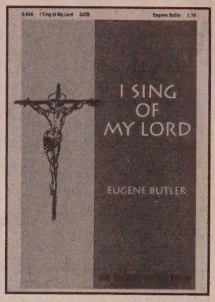
Special Offer: Best Selling Octavos











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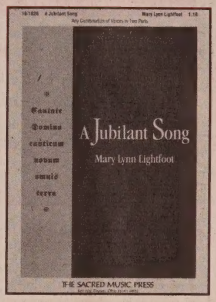
Special Offer

You can get 10 traditional or contemporary octavos for your library for only $2 with any order. These are the best-selling octavos of 1993-1994. If you like to preview music before buying, or simply enjoy having a library of the best music available, there is no better way to order this many beautiful pieces. Feel free to order both the traditional and the contemporary packages, but since this is a special offer, we ask that each church order only 1 of each.

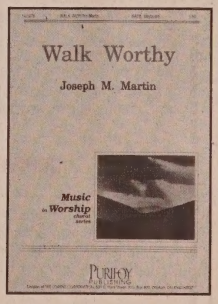


Traditional Octavos

Beneath the Cross of Jesus (Dale Wood) • Come, Holy Spirit, Heavenly Dove (Joe Cox & Jody Lindh) • Love One Another (C. Harry Causey) • One Faith, One Hope, One Lord (Craig Courtney) • Cry Out, Hosanna, Hosanna (Gilbert M. Martin) • Guests At His Table (Lee Dengler) • Promised Land (Natalie Sleeth) • The Time for Singing Has Come (Natalie Sleeth) • I Sing of My Lord (Eugene Butler) • A Jubilant Song (Mary Lyn Lightfoot) • With Wine from the Vineyards (Franklin Ritter)

Contemporary Octavos

Praise the Lord in a Song (Mary McDonald) • A Star (Pepper Choplin) • Walk Worthy (Joseph M. Martin) • My Gift for Him (Stan Pethel) • Precious Spirit Breath of Peace (Joseph M. Martin) • It is Well With My Soul (John Purifoy) • Lord of Hosts (Joseph M. Martin) • He is Risen Lord (Joseph M. Martin) • Holy is the Lord (Mary McDonald) • Within These Walls (Pepper Choplin)



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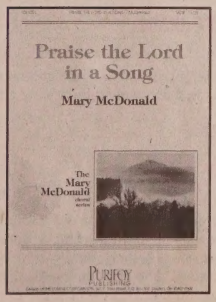
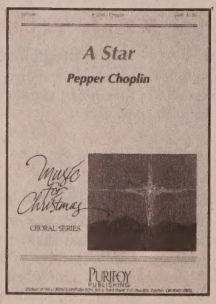
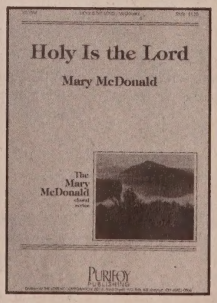
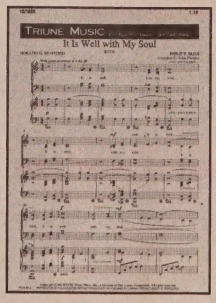
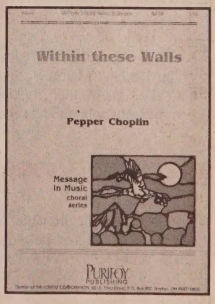










New Octavos from Purifoy Publishing Company

COME CHRISTIANS, SING
__ 10/1143 **Bobby Huguley** 1.10

SATB • Driving accompaniment sets the pace for this exciting original composition based on the familiar hymn text by Christian Bateman. A dynamic call to worship suitable for general anthem use by ensemble, youth or adult choirs.

I WILL SING PRAISE
__ 10/1144 **Joseph M. Martin** 1.10

SATB • A well-crafted blend of mixed meter and lightly syncopated rhythmic passages combine for this dynamic praise anthem. Youth or adult choirs will easily learn the main theme which is later restated in a brief *a cappella* section.

JESUS CAN!
__ 10/1145 **Lew King** 1.10

SATB • Easter/General • The title reflects words of hope for a hurting world in this original text by Craig Lowery, enhanced by this interpretive, creative choral setting.

BLESSED BE OUR LORD
__ 10/1146 **Mary McDonald** 1.10

SATB *Divisi* • Inspired by the composing style of Handel, this composer has woven the words of the Psalmist with a repetitive choral motif to create an energetic, yet dignified choral classic for the church choir with style!

I WILL ALWAYS REJOICE
__ 10/1147 **Susan N. Callaway** 1.10

SATB • Excellently suited as a call to worship or general praise anthem, this vibrant message comes to life with the driving accompaniment in 6/8 meter. Limited 4-part voicing makes this easy to learn for youth or adult choirs.

GREAT IS THY FAITHFULNESS
__ 10/1148 **Mary McDonald** 1.10

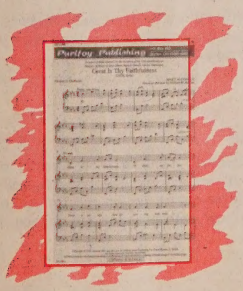
SATB *Divisi* • Through steadily building phrases and tasteful modulations, your choir will soar to a grand presentation of God's faithfulness in this fresh, new setting of the familiar hymn.

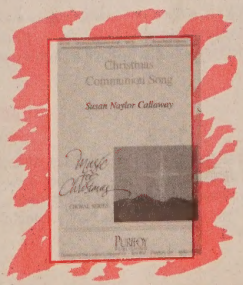
GIVE US A VISION
__ 10/1149 **Pepper Choplin** 1.10

SATB • A rich and flowing setting of original text and music, this timely theme is effectively composed for youth or adult choirs. An ideal choice for special church anniversaries or for general anthem use.

A SONG OF TRIUMPH
__ 10/1150 **Susan N. Callaway** 1.10

SATB • Based on II Corinthians 2:14, the energy and drama within this choral anthem effectively expresses the triumphant news of our freedom through Christ. Ideally suited for ensemble, youth or adult choirs.





SATISFIED
__ 10/1151 **Robert Mulloy** 1.10

SATB *Divisi* • Beginning with the simple melody, this well-crafted hymn arrangement steadily builds through the chorus and a 3/4 to 4/4 meter change, then intensifies to the confident concluding statement, *I am saved!* Perfect choice for Revival services.

WE WILL SERVE THE LORD
__ 10/1152 **Mary McDonald** 1.10

SATB • Family Days/General • Adapted from familiar scripture, this bold, uplifting octavo with supportive accompaniment features will enhance any special service with a focus on the family. Mother's Day, Father's Day or general.

WONDERFUL GRACE OF JESUS
__ 10/1156 **Pepper Choplin and Mary McDonald** 1.10

SATB *Divisi* • These creative composers join forces to present the first full-length choral anthem of this hymn favorite! Your choir will enjoy this easy-to-learn gospel standard with a strong, dynamic accompaniment. Revival/General. Adult.

WONDER, LOVE, AND PRAISE
__ 10/1153 **Raymond D. Hatton** 1.10

SATB/C Instrument • With a feeling of wonderment and awe, the composer has captured the intriguing beauty of this spell-binding text. The optional C instrument with the accompaniment artistically enhances the easily learned melody. Youth or adult.

CHRISTMAS COMMUNION SONG
__ 10/1154 **Susan N. Callaway** 1.10

SATB • Christmas/Communion • A beautifully reverent anthem written in a gentle 3/4 meter captivates John Ray's text encouraging us to *Look Beyond the Cradle and Behold the Cross* as congregations partake of communion at Christmas.

ANGEL SONG
__ 10/1155 **Joseph M. Martin** 1.25

SATB • **Christmas** • This energetic original makes full use of exciting, syncopated rhythms and driving vocal passages to reflect the Christmas message. Brief *a cappella* statements occur once the chorus is established. Youth or adults.

LIKE EAGLES, YOU WILL FLY!
__ 10/1176 **Mary McDonald** 1.25

SATB *Divisi* • Composed for the Youth Choir Festival in Kentucky, this high-energy octavo with driving rhythms and contrasting sections effectively portray the inspirational moods of this well-known scripture. Also available is a Performance Accompaniment Cassette (99/1052).

NO NIGHT THERE!
__ 10/1157 **Craig Curry** 1.25

SATB *Divisi* • Challenging yet exciting, your choir will delight in this fun-filled octavo with everything from Blues to Gospel! In three distinct sections, brighten any service with a little taste of heaven! Ensemble, youth or adult. Also available is a Performance Accompaniment Cassette (99/1052).

PERFORMANCE/ACCOMPANIMENT CASSETTE
__ 99/1052 "Like Eagles, You Will Fly!" and "No Night There" 14.95

New Octavos from Sacred Music Press

EARTH WRAPPED IN SOLEMN STILLNESS

___ 10/1069 **Philip M. Young** 1.10

SATB • Christmas • With an original text by the composer, this gentle anthem recalls the night of Christ's birth, inviting all people in this troubled world to celebrate and worship the new-born King. Accessible writing, and traditional in style.

THE ANGEL AND THE SHEPHERDS

___ 10/1070 **David H. Williams** .95

SATB • Christmas • The familiar poem by Nahum Tate (While shepherds watched their flocks by night) is set to an original and memorable tune in a lilting 6/8. Quite easy, and as captivating as a familiar carol.

WHERE CHARITY AND LOVE PREVAIL

___ 10/1071 **Hugh S. Livingston, Jr.** 1.10

SATB • General • A simple and direct setting of a 9th century Latin text, imploring God's guidance in our human relationships. Impressive, hymn-like melody, with supporting organ part.

BELLS OF CHRISTMAS

___ 10/1082 **Janet Linker / Jane McFadden** 1.10

SATB • Optional handbells (3-5) • Christmas • Here is an exquisite blending of handbells, organ, and voices in a sensitive setting of a familiar carol-like melody. Moderately easy, and guaranteed to convey all the warm feelings of the season.

O JESUS, I HAVE PROMISED

___ 10/1083 **Gilbert M. Martin** 1.10

SATB • General • Combines the well-known hymn tunes Munich and Angel's Story in an easy anthem of personal dedication and commitment. The rich harmonies throughout bear the familiar hallmark of this popular composer.

O PRAISE THE LORD WHO REIGNS ABOVE

___ 10/1084 **Gilbert M. Martin** 1.25

SATB • Optional children's choir and three trumpets • General • Bold and powerful, filled with jubilant praise. Written for the 25th anniversary of the Festival of Choirs at Southern California's Crystal Cathedral. Moderately difficult, highly rewarding.

CHRIST IS MADE THE SURE FOUNDATION

___ 10/1087 **Craig Courtney** 1.10

___ 30/1051 Parts (2 trumpets, 2 trombones, horn or trumpet 3) 15.00

SATB • Optional brass quintet • General or Reformation • Rhythmic and syncopated, with an abundance of sturdy vocal lines in unison and canon. Medium difficulty, filled with drive and dynamic impact.

REJOICE, BE GLAD, GIVE PRAISE!

___ 10/1111 **Dale Wood** 1.25

___ 30/1060 Parts (2 trumpets, 2 trombones) 10.00

SATB • Optional brass quartet, handbells (3), and congregation • General • A triumphant expression of praise, with a new text that expresses the faith, outreach, and bold vision of the church in the community. Based on the familiar hymn tune Darwall's 148th. Not difficult. (Bell parts are included in the octavo.)

TO GOD COMPOSE A SONG OF JOY

___ 10/1112 **Dale Grotenhuis** 1.25

SATB • General • Praising God through music is the joyous theme conveyed in this tuneful anthem: "To God make melody, whose arm of strength does wondrous things!" Medium difficulty, with a refrain that becomes pleasantly etched in one's memory.

THE STAR STILL SHINES

___ 10/1114 **Stephen Walters** .95

SATB • Christmas • An eloquent expression in music and words of the Bethlehem star still shining -- not in the sky, but in the hearts of those who know Christ. Easy and unforgettable.

LOVE ETERNAL, EVERLASTING

___ 10/1116 **Eugene Butler** 1.10

SATB • General • In a joyful 6/8, with a new text by Carlton Buck which magnifies God's goodness and love. The melodious setting is catchy and quite easy.

TWO CHORAL BENEDICTIONS

___ 10/1117 **Dale Grotenhuis** 1.10

SATB unaccompanied • General • Eloquent simplicity, filled with warmth and tenderness. These Scriptural choral blessings have immediate appeal and are certain to become widely used.

PRAYER FOR UNITY

___ 10/1129 **Sibelius / Jeffrey H. Rickard** 1.10

SATB • Handbell accompaniment • General • A novel treatment of the theme from Finlandia, featuring a simple, eight-bell figure as the colorful accompaniment. (Tubular chimes could be substituted.) Choral parts are moderately easy and well-crafted.

LORD, FOR THE YEARS

___ 10/1131 **Allen Pote** 1.10

SATB • Two optional trumpets • General • This dramatic expression of general thanksgiving and praise is particularly appropriate for church anniversaries or dedications. Spirited and powerful, and not difficult.

THANKS WE GIVE

___ 10/1133 **Dale Wood** 1.10

Unison/Two-part • Optional flute, finger cymbals, tambourine • General or Thanksgiving • A sparkling new voicing of an all-time favorite, originally premiered by Helen Kemp at the national convention of the American Guild of Organists, 1972. This happy, tuneful, and rhythmic anthem is fun for children or adults.

 For the fastest service, call us 1-800-444-1144 toll free! 8am to 5pm Eastern Time.

New Octavos from Sacred Music Press

SACRED CELEBRATIONS OCTAVOS

WHO IS THIS CHILD?

__ 10/1081 **Douglas E. Wagner** 1.10

SATB • Christmas • This enchanting anthem of the nativity effectively combines the familiar tune Greensleeves with an original theme, creating an attractive and accessible work for the season.

HOW SWEET ARE YOUR WORDS, O LORD

__ 10/1085 **Eugene Butler** 1.10

SATB • General • In a flowing, romantic style, this contemplative work conveys words from Psalm 119: "Your word is a lamp unto my feet and a light to my path."

OUR HYMN OF GRATEFUL PRAISE

__ 10/1086 **Eugene Butler** 1.25

SATB • General • An expressive setting of the familiar hymn text, For the beauty of the earth. Flowing accompaniment and vocal lines; moderately easy.

I WILL EXALT YOU, MY GOD AND KING

__ 10/1113 **Dale Grotenhuis** 1.10

SATB • General • With words from Psalm 45, this lyrical anthem is filled with dramatic contrasts while maintaining a gentle flow throughout. Fine choral writing, supported by a colorful piano accompaniment.

New Octavos from Kirkland House

SING LIKE AN ANGEL

__ 15/1131 **Hank Beebe** .95

Unison/2-Part • Christmas • A bright & cheerful Christmas wish to "sing like an angel, act like an angel," and "make Christmas time a merrier one for you."

HE IS BORN

__ 15/1132 **John Purifoy** .95

Unison/2-Part • Christmas • A new text for a charmingly simple arrangement of the familiar Polish Carol tune usually known as *Infant Holy, Infant Lowly.*

CELEBRATE

__ 15/1133 **Betty Dardess** .95

Unison/Optional 2-part Handbells (3 octaves) • Christmas/Easter/ Thanksgiving • A bright, joyful call to celebrate, to sing a song, and to rejoice today and everyday. A separate bell part and alternate texts for Christmas, Easter, and Thanksgiving included.

WHAT IS THIS SOUND

__ 15/1134 **David Bridges** .95

Unison/Optional 2-Part and Trumpet • Palm Sunday • A bold and triumphant Palm Sunday anthem with simple, 3-note trumpet fanfare and joyful Hosannas.

HOSANNA!

__ 15/1135 **John W. Burson** .95

Unison/2-Part Handbells (3 Octaves) • Palm Sunday • A joyful *Hosanna! Blessed is He Who Comes* anthem, mostly unison, with antiphonal performance suggestions and an easy 10-note bell part.

SING ALLELU

__ 15/1136 **Gregg Sewell** .95

Unison/Optional Flute, Handbells (3 Octaves) • Easter • A stately joyful, rich and flowing Easter praise anthem in easy-to-learn mixed meter (5/4 - 6/4) with optional flute and full, 35-note, 3-octave bell part. Instrumental parts included.

DRY BONES

__ 15/1137 **Hal H. Hopson** .95

Unison/Kitchen Utensil Sound Effects • A fun, spirited, arrangement of the familiar Spiritual based on Ezekiel 37: 1-14 with a different sound effect for each "bone." Sound effects optional, but delightful.

THE LORD IS MY SHEPHERD

__ 15/1138 **Terry Kirkland** .95

Unison/Optional 2-Part • A rich and flowing, through-composed setting of Psalm 23, combining modern and Biblical language and traditional and contemporary harmonies to bring the familiar text to life for today's children.

PRAISE CAN BE LIKE CHILDREN

__ 15/1139 **Anna L. Page** .95

Unison/Optional 2-Part Handbells (3 Octaves) • An energetic and joyful general praise anthem with hand-clapping, toe-tapping, finger-snapping, and optional 8-note bell part. The delightful text reminds us that praise can be found in "actions, laughter, love and song; like "feathers, angels singing, ocean swells and thunder," and "like children, never still for long"—all of which are acceptable to a loving God.

SING ME A SONG

__ 15/1140 **Gregg Sewell** .95

Unison/Optional 2-Part & Tambourine • General/Thanksgiving • A bouncy & joyful general praise anthem with a simple tambourine part suitable for Thanksgiving or any time of year. Bright, lively, fun!

MAKE A JOYFUL NOISE

__ 15/1141 **Susan Eltringham** .95

Unison/Optional 2-part Handbells (2 Octaves) • A fast & lively setting of the familiar Psalm 100 text with a simple 8-note bell part & 2-part round ending. Exuberant & joyful!

New Octavos from Unity Music Press

CHOIR & CONGREGATION SERIES

TASTE AND SEE

___ 15/1150 **Mark Barnard** 1.10

SATB and Congregation • General/Communion • Based on Psalm 34, this work may be used effectively as a communion song or as a responsorial psalm. Your congregation will easily join in singing the lyrical refrain.

COME INTO THE HOUSE

___ 15/1151 **J. W. Snyder** 1.25

SATB and Congregation • A wonderful opening song sure to involve every voice in the church. The original text reminds us why we are gathering and that together we are the body of Christ.

WE GO FORTH

___ 15/1152 **Joseph M. Martin** 1.10

SATB and Congregation • General • A joyful praise and commitment anthem in a lively style. This anthem also works well with the alternate text, *We come now*, making it an exciting gathering song.

COME REJOICING, HE IS RISEN

___ 15/1157 **John Purifoy** 1.25

SATB and Congregation • Easter/General • This original work is excellently suited as a call to worship or Easter season anthem. Especially effective as a gathering song, the work is refreshing, uplifting and will enhance any service.

HERE AM I, LORD

___ 15/1158 **Lani Smith** 1.10

SATB and Congregation • This powerful text and stirring musical arrangement sets a tone of Christian mission. The arrangement features soli sections for both men and women with the congregation adding support on the refrain.

GOD CALLS US EACH BY NAME

___ 15/1161 **Ken Canedo** 1.25

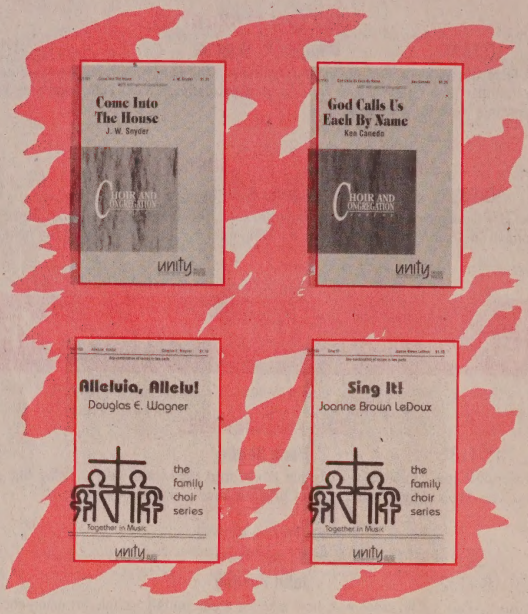
SATB and Congregation • General • A new arrangement of this powerful and engaging song of praise. This moderate tempo work sets a tone of unity and promises to be a choir and congregation favorite.

THOSE WHO SEE LIGHT

___ 15/1163 **Nancy Elze** 1.25

SATB and Congregation • General/Communion • This most inspirational text by Rev. E. Donald Osuna is set with a contemporary accompaniment in a beautifully expressive choral style. Your congregation will easily learn the melodic refrain, *Those who see light can walk in the dark, those who love can see God.*

FAMILY CHOIR SERIES



ALLELUIA, ALLELU!

___ 15/1153 **Douglas E. Wagner** 1.10

Any Combination in 2-Part • General • A joyous melody with slightly syncopated rhythms and a simple *Alleluia* descant. The work is easy to learn and fun to sing!

JESUS, SAVIOR

___ 15/1154 **Hugh S. Livingston, Jr.** 1.10

Any Combination in 2-Part • General/Communion • The beautifully lyric melody in a contemporary setting expresses the gift of God's grace. The parts are easy to learn and suited to quiet meditative moments.

SING IT!

___ 15/1155 **Joanne LeDoux** 1.10

Any Combination in 2-Part • General/Christmas/Easter • *Sing it, sing it, sing it!* The spirited rhythmic drive proclaims God's love. Special text options for Christmas and Easter celebrations make this work a wonderful resource to have in your choral library!

THIS IS THE DAY!

___ 15/1156 **Terry Kirkland** 1.25

Any Combination in 2-Part with Optional Small Percussion and Handbells (2 Octaves) • General • Based on Psalm 118, this joyful work is driving and energetic. *Rejoice and Be Glad* with hand claps and optional drums, cymbals and handbells.

SING "AMEN!"

___ 15/1165 **Gene Grier and Lowell Everson** 1.10

Any Combination in 2-Part • General • From the new musical *Sherman on the Mount*, this work is a bright, happy song of praise. Wonderful for mixed or children's voices, the Gospel feeling will have your whole congregation in the Spirit!

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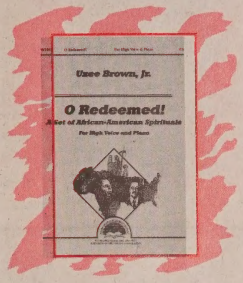
New Vocal Collection from Roger Dean Publishing Company

O Redeemed!

Eight Spirituals for Recital or Worship

Uzee Brown, Jr.



__ 30/1067 Medium-High Voice 9.95

__ 30/1072 Medium-Low Voice 9.95

Solo Voice/Piano • "*The Negro Spiritual is one of the most precious gems of the African American folk music tradition.*" So begins the introduction to this collection by its arranger and composer Uzee Brown, Jr. This collection of eight spirituals for solo voice and piano is designed as both a recital set for an accomplished soloist or to be used throughout the Christian year during the appropriate seasons since there are songs for Christmas, Lent, Easter and general praise. We are confident that these arrangements will become standard in the vocal concert repertoire.

Contents

O Redeemed! • Welcome to the Dyin' Lamb •
There Are Angels Hov'rin' 'Roun' • This River • Fix Me, Jesus

New Octavos from Roger Dean Publishing Company

ALLELUIA!

__ 15/1042 **Thomas P. Germanson** 1.25

SSAATB • A glorious setting of *Alleluia* set in 9/8 with an underlying feeling of duple creating an almost hypnotic sense of joy and awe.

THE WAYFARING STRANGER

__ 15/1078 **Stephen Caracciolo** 1.10

SATB *Divisi* • This arrangement of the American folk melody is cast with "classical" lines and shapes, much in the manner of Vaughn Williams or Niles, and will stand the test of time without the fear of wearing on the ear.

A CHRISTMAS NIGHT

__ 15/1080 **John Mochnick** 1.10

SATB/with soprano solo • Christmas • This new musical setting of Franz Gruber's famous carol is characterized by its restrained emotional expression, modern seventh chord harmonies, and frequent key changes. Each of the four verses are set for unaccompanied mixed voices in varying timbres. This is a stunning setting.

FANTASIA ON CAROL OF THE BELLS

William Cutter

SATB with 2 Pianos, Full Orchestra • Christmas/Advent • Here is one of the most exciting and creative arrangements of a traditional carol in a long time. This is a perfect closing to your Christmas concert—especially if you want to combine all of your choirs for an exciting program climax! Published in octavo form to be accompanied by two pianos, there is also a full orchestra score and parts for community chorus and orchestra. A small instrumental ensemble score and parts for choirs with limited instrumental resources will be available in 1995. This will soon be the benchmark for festival Christmas selections.

__ 15/1086 SATB Score 1.95

__ 30/1052 Full Score and Instrumental Parts 50.00

ALAS! AND DID MY SAVIOR BLEED

__ 15/1127 **Robert LeBlanc** 1.10

SATB/Divisi • Lent/Holy Week • *Amazing pity! Grace Unknown! And love beyond degree!* is the cry of every Christian who knows not only sin, but the wideness of God's mercy. The extraordinary text by Isaac Watts and tune MY SAVIOR from the *Christian Lyre* are set to very complex and unusual harmonization.

BLESSED BE THAT MAID MARY

__ 15/1128 **John Sanders** .95

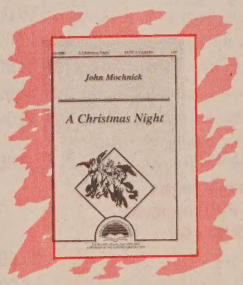
SATB *Divisi/Unaccompanied* • Christmas/Epiphany • Each of the five verses of this traditional melody from William Ballet's *Lute Book* has been uniquely treated in this creative arrangement.

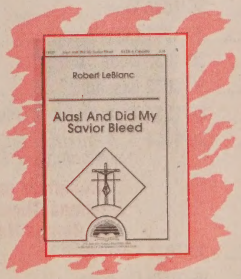
KYRIE

from Missa Tu Es Petrus

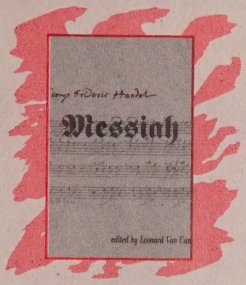
__ 15/1143 **Palestrina/Sally Herman, editor** 1.25

SATB *Divisi* • This setting of the Kyrie is from the unpublished mass "Tu Es Petrus." The baritone line fits the boy's changing voice "limited" range of F to D. Sally's new book *In Search of Musical Excellence* (30/1022) is an excellent source for rehearsal and performance ideas.





New Major Choral Work from Roger Dean Publishing Co.

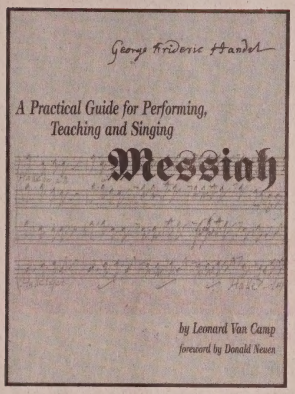


We Proudly Introduce the

Leonard Van Camp

edition of George Frideric Handel's

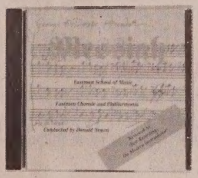
Messiah



Get a new start or replace time-worn copies of *Messiah* with the new definitive edition by Leonard Van Camp. Now complete with all companion products available, this new publication has corrected more than 100 notational and textual errors, restored Handel's original bass line and created an authentic orchestral reduction for keyboard. The Roger Dean edition also features larger engraving for easier reading, while using **the same pagination as the Schirmer edition**.

Based on Handel's autograph and conducting scores, as well as discussions with noted Handel authority Alfred Mann, Van Camp includes scholarly, yet practical endnotes for performance and study.

The significant companion text, *A Practical Guide for Performing, Teaching and Singing Messiah*, provides helpful advice for teaching Messiah choruses, choral diction aids, interpretive guidelines and historical research—all at your fingertips!



To assist your next performance of *Messiah*, Roger Dean provides an *engraved* conductor's score, a realized continuo part and orchestral parts complete with suggested bowing and articulation indications. Also available is the highly acclaimed recording by the Eastman School of Music Chorale and Philharmonic under the direction of Donald Neuen.

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CC133	Child Is Born, A (Purifoy) TMI (M)		5.95
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	CA90	Performance Cassette	8.95
CC19	Christmas Candlelight Festival (Smith) LPC (E)		4.95
CC130	Come Rejoicing (Willcocks) SMP (M)		4.95
	CA110	Performance Cassette	8.95
	CK80	Cassette/Book Combination	9.95
CC85	Emmanuel (Butler) SMP (D)		4.95
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CS903	English Christmas Festival (Livingston) RD (D)		4.95
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CC77	**This Holy Child (Smith) LPC (E)**		**5.95**
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	CA100	Performance Cassette	8.95
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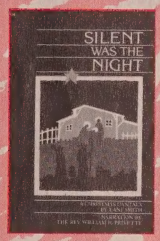

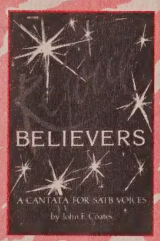

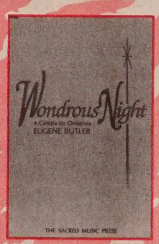

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	PP367	Orchestral Score and Parts	125.00
CC21	**Christmas Candlelight Festival (Smith) LPC (E)**		**4.95**
CC27	**Christmas Messiah (Handel/Wilson) LPC (M)**		**4.95**
65/1013	**God's Promise (Phillips) TMI**		**4.95**
	99/1005	Performance Cassette	8.95
	99/1006	Accompaniment Cassette	45.00
	65/1006	Cassette/Book Combination	9.95
65/1021	**Nowell, Nowell, Emmanuel! (Martin) TMI (M)**		**5.95**
	99/1046	Performance Cassette	9.95
	99/1047	Accompaniment Cassette	50.00
	65/1022	Cassette/Book Combination	6.00
	30/1090	Orchestral Score and Parts	150.00
65/1023	**Promise Fulfilled, The (Smith) LPC (E)**		**4.95**
	99/1050	Performance Cassette	9.95
	99/1051	Accompaniment Cassette	40.00
	65/1024	Cassette/Book Combination	6.00
CC135	**Silent Was the Night (Smith) LPC (E)**		**4.95**
	CA116	Performance Cassette	8.95
	SC291	Accompaniment Cassette	35.00
	CK79	Cassette/Book Combination	9.95
CC126	**Simple Christmas (Smith) LPC (E)**		**4.95**
	CA101	Performance Cassette	8.95
	SC264	Accompaniment Cassette	35.00
	CK64	Cassette/Book Combination	9.95
CC121	**Sing and Rejoice (Thygerson) LPC (M)**		**4.95**
	CA89	Performance Cassette	8.95
	SC256	Accompaniment Cassette	40.00
	HB113	Handbell Part	3.25
CC88	**This Holy Child (Smith) LPC (M)**		**5.95**

Popular Children's Christmas Cantatas and Musicals

Angels - U/Two-part (Red/Courtney) TMI

TUO115	Director's Edition	5.95
CS860	Singer's Edition	3.95
TRC115	Performance Cassette	8.95
SC142	Accompaniment Cassette	45.00

Around the World It's Christmas - U/Two-part (Purifoy) KH

65/1002	Director's Edition	9.95
65/1003	Singer's Edition	2.95
99/1003	Performance Cassette	8.95
99/1004	Accompaniment Cassette	40.00
65/1004	Cassette/Book Combination	9.95

CS834 Brightest Star, The - U/Two-part (Hughes) LPC 4.95

CA12	Performance Cassette	8.95

Christmas Time - U/Two-part (Red/Kirkland) KH

CC123	Director's Edition	9.95
CC124	Singer's Edition	3.95
CA96	Performance Cassette	8.95
SC266	Accompaniment Cassette	40.00
CK58	Cassette/Book Combination	12.95

CS910 Gift, The - U/Two-part (Grier/Everson) LPC 3.95

CA104	Performance Cassette	8.95
CK63	Cassette/Book Combination	9.95

TUO147 Gift for Him, A - U/Two-part (Kirkland) TMI 3.95

Gifts From the Heart - U/Two-part (Brown) KH

65/1015	Director's Edition	8.95
65/1016	Singer's Edition	3.95
99/1033	Performance Cassette	9.95
99/1034	Accompaniment Cassette	40.00
65/1017	Cassette/Book Combination	6.00

If I'd Been Around (When Jesus Was Born) U/Two-part (Bozard) KH

CC131	Director's Edition	9.95
CC132	Singer's Edition	2.95
CA111	Performance Cassette	8.95
SC288	Accompaniment Cassette	40.00
CK74	Cassette/Book Combination	9.95

It's Christmas - U/Two-part (Kirkland) KH

CC109	Director's Edition	9.95
PP212	Director's Kit	17.95
CC110	Singer's Edition	2.95
CA67	Performance Cassette	8.95
HB199	Handbell Part	2.50

It's Christmas Again - Unison (Kirkland) KH

CC116	Director's Edition	9.95
PP242	Director's Kit	19.95
CC117	Singer's Edition	3.95
CA77	Performance Cassette	8.95

CS901 Little Lamb - U/Two-part (Grier/Everson) LPC 3.95

CA91	Performance Cassette	8.95
CK48	Cassette/Book Combination	6.00

TUO132 Little Shepherd of Bethlehem - U/Two-part (McKinney) TMI 3.95

45/1012 Midnight Clear, A - U/Two-part (Grier Everson) LPC 3.95

99/1020	Performance Cassette	8.95
45/1013	Cassette/Book Combination	9.95

CS836 Most Wonderfullest Day, The - Unison (Sewell) SP 3.95

CA18	Performance Cassette	8.95
SC60	Accompaniment Cassette	45.00

CC129 Rejoice This Day, Noel - Unison (Wagner) SMP 1.95

CA117	Performance Cassette	8.95

45/1019 Shout the Glad Tidings - U/Two-part (Osman) LPC 3.95

99/1043	Performance Cassette	9.95
45/1020	Cassette/Book Combination	6.00

Sing Carols of Joy - U/Two-part (Butler) LPC

CC105	Director's Edition	9.95
CC106	Singer's Edition	2.95
PP197	Instrumental Parts	25.00

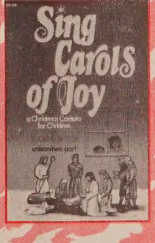
CS817 Sleepy Little Shepherd, The - Two-part (Noona) LPC 4.95

Special Gift, The - U/Two-part (Patch) LPC

CS888	Director's Edition	9.95
CS889	Singer's Edition	3.95
CA75	Performance Cassette	8.95
SC228	Accompaniment Cassette	40.00
CK41	Cassette/Book Combination	9.95

Story of the Christmas Chimes, The - U/Two-part (Noona) LPC

CS813	Director's Edition	9.95
5788	Singer's Edition	1.95
CA45	Performance Cassette	8.95
SC105	Accompaniment Cassette	25.00



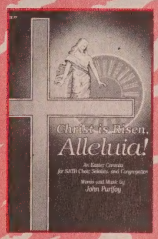
Popular SATB Cantatas for Lent and Easter

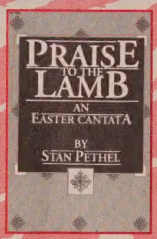
E=Easy, M=Medium, D=Difficult

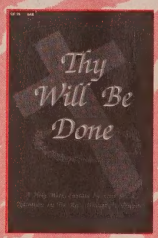
CE62	Behold What Manner of Love (Butler) SMP (D)		4.95
CE70	Christ Has Humbled Himself (Krapf) SMP (D)		5.95
CE77	Christ Is Risen, Alleluia! (Purifoy) TMI (M)		4.95
	CA119	Performance Cassette	8.95
	SC292	Accompaniment Cassette	45.00
	CK81	Cassette/Book Combination	9.95
	PP374	Instrumental Parts	125.00
CE74	Crown Him King (Innes) LPC (M)		5.95
	CA107	Performance Cassette	8.95
	SC282	Accompaniment Cassette	35.00
	CK71	Cassette/Book Combination	9.95
CE72	Dark Hours, The (Smith) LPC (M)		4.95
CE65	Darkest Hour, The (Mansfield) LPC (M)		4.95
	CA55	Performance Cassette	8.95
479-04064	Dawn of Risen Glory, The (McDonald) PPC (M)		5.95
	479-04077	Performance Cassette	9.95
	479-04087	Accompaniment Cassette	50.00
	479-04106	Instrumental Parts	110.00
CE58	Do This in Remembrance of Me (Hughes) LPC (E)		3.95
CE54	Handel's Messiah - The Easter Celebration (Pugh) (D)		6.95
	PP107	Director's Score	8.95
	RR58	Record	8.95
	SC31	Accompaniment Cassette	45.00
	PP108	Orchestra Parts	85.00
	PP109	String Parts	60.00
CS852	He Died for Me (Pethel) SP (E)		5.95
	SC106	Accompaniment Cassette	45.00
CE57	Hear Us, Holy Jesus (Wagner) SMP (M)		4.95
	CA6	Performance Cassette	8.95
55/1001	Jesus, Remember Me (Smith) LPC (E)		5.95
	99/1037	Performance Cassette	8.95
	99/1040	Accompaniment Cassette	35.00
	55/1008	Cassette/Book Combination	9.95

E=Easy, M=Medium, D=Difficult

CE66	Lamb of God (Sherman) SMP (M)		4.95
CE29	My Redeemer Liveth (Handel/Mozart) LPC (M)		5.95
CE61	My Redeemer Liveth (Handel/Mozart) (revised) LPC		4.95
	CA50	Performance Cassette	8.95
55/1005	Praise to the Lamb (Pethel) LPC (E)		4.95
	99/1038	Performance Cassette	8.95
	99/1039	Accompaniment Cassette	35.00
	55/1008	Cassette/Book Combination	9.95
CE71	Redeeming Love (Hughes) LPC (E)		5.95
	CA85	Performance Cassette	8.95
	SC250	Accompaniment Cassette	30.00
55/1002	Rejoice, the Lord Is King (Purifoy) TMI (M)		4.95
	99/1029	Performance Cassette	8.95
	99/1030	Accompaniment Cassette	35.00
	55/1003	Cassette Book Combination	9.95
CE73	Risen Savior, A (Pethel) TMI (E)		4.95
	CA105	Performance Cassette	8.95
	SC280	Accompaniment Cassette	35.00
	CK69	Cassette/Book Combination	9.95
CE34	Service of Shadows, A (Smith) SMP (M)		3.95
CE59	Seven Last Words of Christ, The (Dubois/Mansfield)		5.95
	CA28	Performance Cassette	8.95
CE35	Seven Last Words of Christ, The (Dubois/Rogers)		4.95
CE38	Shadows of Holy Week (Smith) SMP (M)		5.95
CE68	Tenebrae (Smith) LPC (E)		4.95
CE75	Thy Will Be Done (Smith) LPC (E)		5.95
	CA122	Performance Cassette	8.95
	SC296	Accompaniment Cassette	35.00
	CK84	Cassette/Book Combination	9.95
CE67	Victory (Smith) LPC (E)		5.95
	CA65	Performance Cassette	8.95
CE52	Were You There? (Vaughn) LPC (E)		4.95
CE69	What Wondrous Love (Williams) SMP (D)		4.95





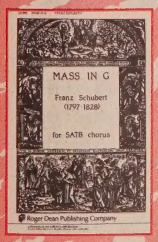


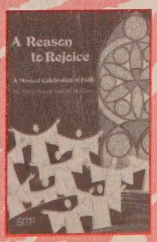
Popular SAB Cantatas for Lent and Easter

CE78	Christ Is Risen, Alleluia! (Purifoy) TMI (M)		5.95
	CA119	Performance Cassette	8.95
	SC292	Accompaniment Cassette	45.00
	CK81	Cassette/Book Combination	9.95
	PP374	Instrumental Parts	125.00
55/1007	Jesus, Remember Me (Smith) LPC (E)		5.95
	99/1037	Performance Cassette	8.95
	99/1040	Accompaniment Cassette	35.00
	55/1008	Cassette/Book Combination	9.95
55/1004	Rejoice, the Lord Is King (Purifoy) TMI (M)		4.95
	99/1029	Performance Cassette	8.95
	99/1030	Accompaniment Cassette	35.00
	55/1003	Cassette/Book Combination	5.00
CE76	Thy Will Be Done (Smith) LPC (E)		5.95
	CA122	Performance Cassette	8.95
	SC296	Accompaniment Cassette	35.00
	CK84	Cassette/Book Combination	9.95

General Cantatas

TUO118	**Acts (Red/Courtney) TMI**		**6.95**
	TRC122	Performance Cassette	8.98
	SC252	Accompaniment Cassette	50.00
	TUO118A	Instrumental Parts	150.00
TUO142	**Calling, The (Curry) TMI**		**5.95**
	TRC142	Performance Cassette	8.95
	TRCT142	Selectract Cassette	45.00
	Credo (Cox/Lindh) SMP		
	CS883	Director's Edition	12.95
	CS884	Singer's Edition	4.95
	CA74	Performance Cassette	8.95
	SC227	Accompaniment Cassette	45.00
HCMC107	**Jephte (Carissimi/Contino) RD**		**5.50**
CS148	**Jesus Is Lord (Innes) LPC**		**5.95**
	SC75	Accompaniment Cassette	45.00
TUO163	**Lottie D (Brown/Hart) TMI**		**6.95**
	TRC163	Performance Cassette	8.95
	TUO163S	Drama Script	3.95
CS865	**Mass in G (Schubert/Thomas) RD**		**5.95**
	PP199	Conductor's Score	15.00
	PP200	Organ Accompaniment	15.00
	PP198	String Parts/Conductor's Score	95.00
	CA63	Performance Cassette	8.95
	SC172	Accompaniment Cassette	45.00
	CK33	Cassette/Book Combination	9.95
CS855	**Now Thank We All Our God (Vaughn) LPC Thanksgiving**		**3.95**
CS79	**Reason to Rejoice, A (Pote) SMP**		**6.95**
	RR36	Record	9.95
	PP88	Instrumental Parts	8.50
CS913	**Remember When (Senior Adults) Burroughs TMI**		**3.95**
	CA108	Performance Cassette	8.95
	SC283	Accompaniment Cassette	45.00
	CK72	Cassette/Book Combination	6.00
TUO158	**Saints Alive (Senior Adults) Kirkland/Wooley TMI**		**4.95**
	TRC158	Performance Cassette	8.95
	TBC158	Cassette/Book Combination	9.95
CS835	**Saints Alive in Prime Time (Senior Adults)**		**4.95**
	CA17	Performance Cassette	8.95
	SC59	Accompaniment Cassette	45.00
CS833	**Side by Side (Senior Adults) (Curry) LP**		**4.95**
	CA21	Performance Cassette	8.95
CS893	**ThanksGiving (Thanksgiving) (McCluskey) LPC**		**3.95**
479-23234	**We Hold These Truths (Patriotic) (Purifoy) PPC**		**3.95**
CS897	**All Washed Up - U/Two-part (Osman) LPC**		**3.95**
	CA84	Performance Cassette	8.95
	SC249	Accompaniment Cassette	40.00
TUO105	**Beginnings - Two-part ACV (Red/Courtney) TMI**		**5.95**
	TUO105A	Instrumental Parts	65.00
CS919	**Creation, The - U/Two-part (Grier/Everson) LPC**		**3.95**
	CA114	Performance Cassette	8.95
	CK77	Cassette/Book Combination	9.95
	PP376	Instrumental Parts	15.00
	Daniel Chapter Six - Unison (Osman) LPC		
	CS873	Director's Edition	9.95
	CS874	Singer's Edition	3.95
	CA72	Performance Cassette	8.95
	SC224	Accompaniment Cassette	40.00
	Double Occupancy - Unison (Graner, Livingston) LPC		
	CS858	Director's Edition	9.95
	CS859	Singer's Edition	3.95
	CA52	Performance Cassette	8.95
	SC127	Accompaniment Cassette	40.00
	CK26	Cassette/Book Combination	9.95
TUO119	**Gospelanimals - U/Two-part (Elliott/Hawthorne) TMI**		**4.95**
	TRC119	Performance Cassette	8.95
	TRC137	Selectrack	45.00
CS907	**Jumpin' Jehoshaphat - U/Two-part (Osman) LPC**		**3.95**
	CA106	Performance Cassette	8.95
	SC281	Accompaniment Cassette	40.00
	CK70	Cassette/Book Combination	9.95
CS849	**Let's Go With Mo - Two-part (Anderson) LPC**		**3.95**
	CA40	Performance Cassette	8.95
	SC101	Accompaniment Cassette	40.00
	CK15	Cassette/Book Combination	9.95
CS850	**Movin' Out - SAB (Curry) TMI**		**5.95**
	CA43	Performance Cassette	8.95
	Saul - SAB (Osman) LPC		
	CS895	Conductor's Edition	12.50
	CS908	Singer's Edition	3.95
	CA88	Performance Cassette	8.95
	SC255	Accompaniment Cassette	40.00
CS829	**There's a Reason - Two-part Mixed (Morrison) SP**		**4.95**
	CA15	Performance Cassette	8.95
	SC57	Accompaniment Cassette	45.00
TUO130	**Walk in Love - SAB (Burroughs) TMI**		**4.95**
	TRCT141	Accompaniment Cassette	45.00
CS920	**We Gather Together (Thanksgiving) - U/Two-part**		**3.95**
CS830	**Why? - U/Two-part (Ramsay/McMahan) TMI**		**5.95**
	CA20	Performance Cassette	8.95
CS822	**You Can't Run Away From the Lord - U/Two-part**		**4.95**





Best-Selling Choral Titles from Lorenz Publishing Company

65/1009	Rejoice, Believers	John E. Coates	SATB	5.95
55/1005	Praise To The Lamb	Stan Pethel	SATB	4.95
10/1098	Cry Out, Hosanna, Hosanna	Gilbert M. Martin	2-pt ACV	1.25
55/1001	Jesus Remember Me	Lani Smith	SATB	5.95
10/1104	With Wine From The Vineyards	Franklin Ritter	SATB	1.10
10/1008	Guests At His Table	Lee Dengler	SATB	1.10
CC134	Silent Was The Night	Lani Smith	SATB	4.95
CC125	A Simple Christmas	Lani Smith	SATB	4.95
10/1100	Love One Another	C. Harry Causey	SATB	1.25
10/1125	All Glory Laud And Honor	Lani Smith	SATB	1.10
10/1103	Alleluia For Easter	Lani Smith	SATB	1.10
10/1003	Jesus Child Little Jesus Child	Lani Smith	SATB	1.10
10/1006	A Midnight Clear	Gilbert M. Martin	SATB	1.25
10/1109	Jesus Keep Me Near The Cross	Gilbert M. Martin	SATB	1.10
CE75	Thy Will Be Done	Lani Smith	SATB	5.95
D25	Entrances And Exits And Everything In Between	Hugh S. Livingston,Jr.	SATB	1.50
55/1007	Jesus Remember Me	Lani Smith	SAB	5.95
10/1124	Ah, Holy Jesus	David Paxton	SATB	1.10
CC126	A Simple Christmas	Lani Smith	SAB	4.95
D29	At The Cross	Lani Smith	SATB	1.10
65/1007	Lets Celebrate Christmas Cantata	John Innes	SATB	5.95
10/1107	Rejoice Ye Pure In Heart	Lani K. Smith	SATB	1.10
10/1001	We Praise You O God	Edward Broughton	SATB	1.10

Best-Selling Choral Titles from Sacred Music Press

10/1014	Beneath The Cross of Jesus	Dale Wood	SATB	1.10
10/1119	Lenten Carol	Stephen Walters	SATB	1.25
10/1026	A Jubilant Song	Mary Lynn Lightfoot	2-pt	1.10
10/1024	The Time for Singing Has Come	Natalie Sleeth	2-pt	1.25
S462	One Faith One Hope One Lord	Craig Courtney	SATB	1.10
S464	Come Holy Spirit Heavenly Dove	Joe Cox	SATB	1.10
S5775	Promised Land	Natalie Sleeth	2-pt	1.10
10/1130	My Song Is Love Unknown	Eugene Bulter	SATB	1.10
S548	I Sing Of My Lord	Eugene Bulter	SATB	1.10
10/1110	Easter Rejoicing	Jonathan Willcocks	SATB	1.25
S5768	Hallelujah Glory Halleljah	Natalie Sleeth	U/2-pt	1.10
S518	Who Is That Man	Don Besig	SATB	1.10
S474	Let All The People Praise Thee	Natalie Sleeth	2-pt	1.25
10/1025	Jesus Brought Us Love	Natalie Sleeth	2-pt	1.10
S5784	All Good Gifts	Natalie Sleeth	2-pt	1.25
10/1029	The Splendor Of God	Eugene Bulter	SATB	1.25
S510	Write Your Blessed Name O Lord	Dale Grotenhuis	SATB	1.10
10/1016	Send Forth Your Spirit	Hal H. Hopson	SATB	1.10
10/1115	Sing Hosanna	Linda Spevacek	SATB	1.10
S534	With Joy And Music	Eugene Bulter	SATB	1.10
S480	In This Moment Of Remembrance	Dale Wood	SATB	1.10
10/1020	Your Praises Bring	WM C. Gannett	SATB	1.10
10/1023	Forever Be Praise	Jonathan Willcocks	SATB	1.10
10/1015	Let Us Worship With Joy	Allen Pote	SATB	1.10
S546	Be Aware of Wonder	Douglas E. Wagner	2-pt	1.10
S420	Let All The World In Every Corner Sing	Dale Wood	SATB	1.25
S400	Sing A New Song To The Lord	Natalie Sleeth	2-pt	1.50

Best-Selling Choral Titles from Triune Music Press

10/1091	He Is The Risen Lord	Joseph M. Martin	SATB	1.10
10/1038	It Is Well With My Soul	John Purifoy	SATB	1.10
10/1090	A Wind Blew Over Calvary	Gregg Sewell	SATB	1.10
55/1002	Rejoice The Lord Is King	John Purifoy	SATB	4.95
10/1043	My Gift For Him	Stan Pethel	SATB	1.10
65/1005	God's Promise	Don Phillips	SATB	4.95
10/1035	Sing Praise To The Lord Above	John W. Burson	2-pt ACV	1.10
10/1095	Do This In Remembrance Of Me	John Purifoy	SATB	1.10
TUM429	Sing Hosanna In The Highest	Joseph M. Martin	SATB	1.10
10/1042	Celebrate The Coming Of The Lord	Don Phillips	SATB	1.10
TUM428	For To Us A Child Is Born	John Purifoy	SATB	1.10
10/1092	Christ Is Risen Alleluia	John Purifoy	SATB	1.10
10/1037	Come Thou Fount Of Every Blessing	Stan Pethel	SATB	1.10
10/1121	My Friend Do Not Forget	Joseph M. Martin	SATB	1.10
TUM427	Antiphonal Praise	Dale Peterson	SATB	1.10
10/1031	Sing To The Lord A New Song	John W. Burson	SATB	1.10

Best-Selling Choral Titles from Purifoy Publishing Company

10/1079	Walk Worthy	Joseph M. Martin	SATB	1.10
10/1048	A Star	Pepper Choplin	SATB	1.25
10/1072	I'm Goin Up	Mary McDonald	SATB div	1.25
479-09044	I Must Tell Jesus With Blessed Assurance	Mary McDonald	SATB	1.10
10/1054	Holy Is The Lord	Mary McDonald	SATB	1.25
10/1055	Precious Spirit Breath Of Peace	Joseph M. Martin	SATB	1.10
10/1051	Praise The Lord In A Song	Mary McDonald	SATB div	1.25
10/1078	Lord Of Hosts	Joseph M. Martin	2-pt-Mixed	1.10
10/1075	Shout For Joy	Anthony Poole	SATB	1.10
10/1047	Come Rejoicing	John Purifoy	SATB	1.10
26046	Within These Walls	Pepper Choplin	SATB	1.10
10/1046	The Love Of Christ	Tina English/John Purifoy	SATB	1.10
26072	At The Cross	Mary McDonald	SATB	1.25
10/1045	God Of Our Fathers	Mary McDonald	SATB div	1.25
10/1044	The Heavens Declare	Sandy G. Wilkinson	SATB	1.10

Best-Selling Choral Titles from Kirkland House

65/1003	Around The World It's Christmas	John Purifoy	U/2	2.95
15/1054	Alleluia Alleluia	Douglas E. Wagner	2-pt	0.95
15/1077	Jubilate Deo	Linda Spevacek	2-pt	0.95
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New Handbell Titles from Sacred Music Press

NOEL! A Carol Fantasy
Dale Wood

___ 20/1025 3 Octaves 3.25
___ 20/1026 4-5 Octaves 3.25

Optional Flute and oboe (or any two C-instruments; parts included) • **Christmas** • **Medium** • An exuberant medley of carols which truly sparkles with the color and interplay of the optional solo instruments. Even though the instrumental parts are substantive, this delightful composition also works beautifully with bells alone. Ringers will especially appreciate the ease of reading uncluttered pages, scored specifically for the number of bells in their set. This five-minute gem quotes passages from the ever-popular anthem, *Christmas Day*, by Gustav Holst, and includes the *Sussex Carol, In dulci jubilo, The First Nowell,* and *God Rest You Merry Gentlemen.*

THE BELLS OF WYCHE
___ 20/1040 **Philip M. Young** 2.50

3-5 Octaves • General • Medium • Jubilant and tuneful, building into the cascading glory of festive bell peals. Ringers are kept busy throughout, creating lovely bell music -- free of gimmicks and "special effects." Here is idiomatic writing for handbells which offers a refreshing departure from the all-too-common overuse of clanging shakes and startling *martellato*.

New Handbell Titles from Lorenz Publishing Company

GESU BAMBINO
Douglas E. Wagner

___ 20/1027 3,4, or 5 Octaves 2.50
___ 20/1028 2 Octaves 2.50

Christmas • This perennial Christmas classic is now available in two compatible editions. Written in triple meter in C and E♭ major, ringers and congregations alike will delight in the fresh harmonies and straight-forward approach. An excellent choice for a Christmas festival or combined programs.

INFANT HOLY
___ 20/1029 **Susan Ullom-Berns** 2.25

2 Octaves • **Christmas** • This poignant and introspective setting, which includes the carols *Infant Holy* and *Away In A Manger*, will delight two-octave ensembles. The composition would work well with handbells, chime instruments or a combination of both.

IN THE BLEAK MIDWINTER
___ 20/1030 **Kevin McChesney** 2.25

3 Octaves • Christmas • This beloved carol tune of Gustav Holst receives sensitive treatment in this forthright setting. The warmth of the Christina Rossetti text is faithfully reflected in the music. Lovely and useful.

JUBILEE
___ 20/1031 **Sharon E. Rogers** 2.50

3,4, or 5 Octaves • In A-B-A form, which makes for quick preparation, this energetic original is fun to ring and a joy to listen to. Most of the ringing is on the beat. Perfect for worship, concert or festival.

JOY TO THE WORLD - GLORY TO GOD
___ 20/1032 **Douglas E. Wagner** 2.50

3,4, or 5 Octaves • Christmas • Here's an uplifting and imaginative synthesis of the carol tune *Joy To The World* and the chorus, *Glory To God* from Handel's *Messiah*. Set entirely in C major, the two themes fit together hand-in-glove, and create an expression of unrestrained joy.

HE TOUCHED ME
___ 20/1033 **Douglas E. Wagner** 2.50

3,4, or 5 Octaves • General • Though 30 years old, this Gaither classic is still one of the most performed and listened to Christian songs of our time. Destined to become a staple of the handbell repertoire.

NOW THANK WE ALL OUR GOD
___ 20/1034 **Kevin McChesney** 2.50

3,4, or 5 Octaves • **Thanksgiving/General** • If you're looking for a fitting work with a dynamic message to crown your Thanksgiving services with, then your search is over. The power packed combination of *Come Ye Thankful People Come, For The Beauty Of The Earth, Rejoice Ye Pure In Heart,* and *Now Thank We All Our God* is a real winner.

A LA NANITA NANA
___ 20/1035 **Fred Gramann** 2.50

3,4, or 5 Octaves • Christmas • Mr. Gramann's masterful interpretations of familiar carol and hymn tunes have quickly become some of the most sought after literature on the market today. His newest Christmas offering is sure to please. Using G minor and its parallel major, the gentle rhythms and subtle shifts in harmony make this an irresistible choice for service or concert use.

GIFTS OF THE MAGI
___ 20/1036 **Sharon E. Rogers** 2.50

3,4, or 5 Octaves • Epiphany • The often musically neglected season of Epiphany is addressed by this splendid wedding of *The Sleep Of The Infant Jesus* and *We Three Kings*. The unrelenting 6/8 meter, the rich harmony, and the inspired counterpoint, all come together in a most satisfying offering.

O FOR A THOUSAND TONGUES TO SING
___ 20/1037 **Kevin McChesney** 2.50

3,4, or 5 Octaves, Trumpets (2) • **General** • Fine writing from a composer who truly knows how to flatter your ringers, this bold and confident treatment of *Azmon* would be a fitting close to a service or festival.

RING THE BELLS OF CHRISTMAS
___ 20/1038 **Sharon E. Rogers** 2.50

3,4, or 5 Octaves • **Christmas** • The spirited folk carols from France, Sweden and England are combined in this delightful new Christmas work. Special techniques such as thumb damps, shakes, martellato, and the use of mallets add that extra splash of excitement.

LOVE CAME DOWN AT CHRISTMAS
___ 20/1039 **Arnold B. Sherman** 2.50

3,4, or 5 Octaves • **Thanksgiving** • Beginning with an ethereal effect created by quartal harmony and mallets, the composer paints a gentle, serene landscape of Christmas love. The work begins in C major, reaches a climactic E♭ major peak, and ebbs quietly away with material drawn from the beginning. Absolutely stunning.

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The Best-Selling Handbell Package

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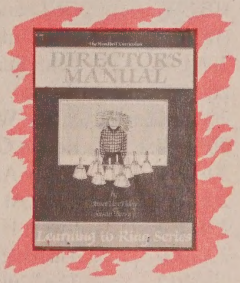
Handbell Curriculum

Learning To Ring Series

The Handbell Curriculum

by Janet Van Valey & Susan Berry

The Learning to Ring Series is the total resource package for the handbell director. *The Director's Manual* is an 86-page instruction book for handbell choirs. *Using Handchimes* is a 96-page book of instructions specifically for the handchime choir.



Both books are spiral-bound, and cover every aspect of bell or chime ringing from history, notation, and assignments, to special effects, rhythms, and music reading techniques. In addition, these manuals give suggestions on color coding to help ringers with little music background.

Rhythm Skills for Ringers is a compilation of the rhythmic drills included in the *Director's Manual* and *Using Handchimes* designed for use by beginning ringers. It may also be used effectively as a warm-up exercise book for any bell choir.

__	HB200	Director's Manual	18.00
__	HB315	Using Handchimes	18.00
__	HB205	Rhythm Skills for Ringers	2.95

Beginning Handbell Repertoire

Three collections of songs which correlate with the sequence of lessons in the *Director's Manual*. *Standard Hymns* and *Favorite Hymns* are suitable for use throughout the church year. *All-Time Favorites* features folk, classic, and popular tunes suitable for school and community groups.

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Eight instructional diagrams taken from the Director's Manual. These 11 x 14" colorful visual aids illustrate basic handbell ringing techniques.

__	PP277	Frazzled Ringer Recruitment Poster	3.95

From the cover of the Director's Manual, this humorous 16 x 18" cartoon voices a director's wish, "Join the Fun, Ring Bells." Printed in red and black on white

Best Selling Handbell Titles

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HB375	Break Thou The Bread Of Life	David Justice	(3)	2.25
20/1024	Caricature Of A Sunday School Song	Dale Wood	(4)	2.50
20/1003	Christmas Carol Celebration	Douglas E. Wagner	(3-5)	2.50
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HB369	Glorious Things Of Thee Are Spoken	Kevin McChesney	(3-5)	2.50
HB235	He Leadeth Me	Susan Ullom-Berns	(3-4)	2.25
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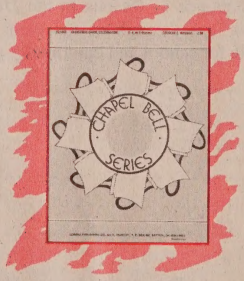

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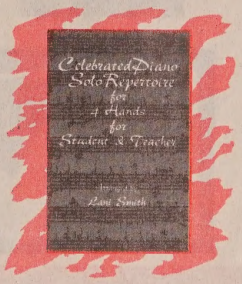
Celebrated Piano Repertoire

for Four Hands

__ 70/1004 **Lani Smith** 5.95



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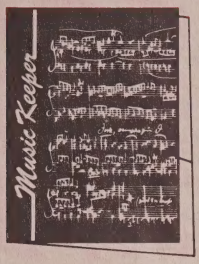

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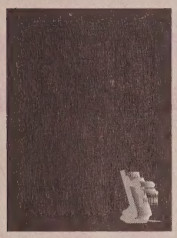

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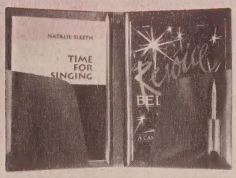

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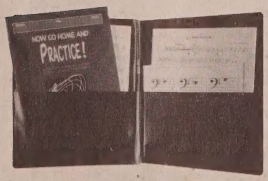

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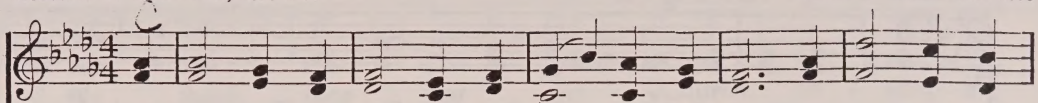
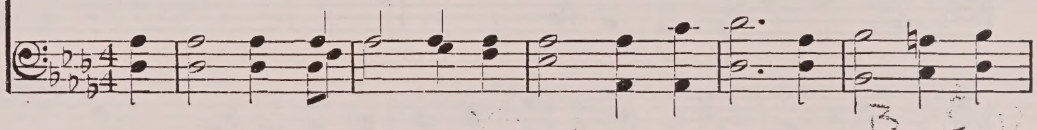
It Is Well with My Soul

VILLE DE HAVRE. 11. 8. 11. 9. with Refrain

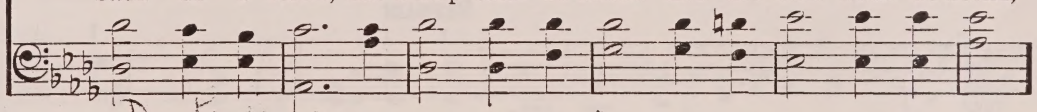
HORATIO G. SPAFFORD, 1828-1888 — PHILIP P. BLISS 1838-1876



1. When peace, like a riv - er, at - tend - eth my way, When sor - rows like
2. Though Sa - tan should buf - fet, tho' tri - als should come, Let this blest as-
3. My sin— oh, the bliss of this glo - ri - ous tho't: My sin not in
4. And, Lord, haste the day when the faith shall be sight, The clouds be roll'd



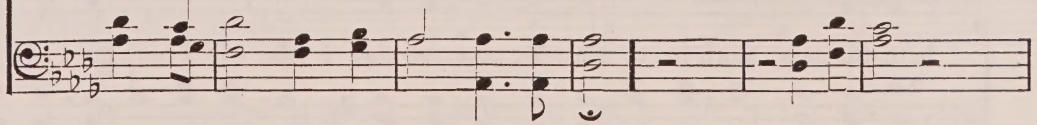
sea bil-lows roll; What-ev - er my lot, Thou hast taught me to say,
sur - ance con - trol, That Christ has re - gard - ed my help - less es - tate,
part, but the whole Is nail'd to the cross and I hear it no more,
back as a scroll, The trump shall re-sound and the Lord shall de-scend,



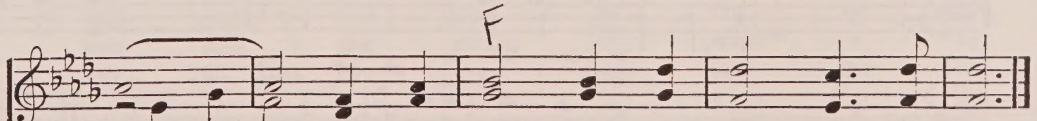
REFRAIN

It is well, it is well with my soul.
And hath shed his own blood for my soul.
Praise the Lord, praise the Lord, O my soul!
"E - ven so," it is well with my soul.

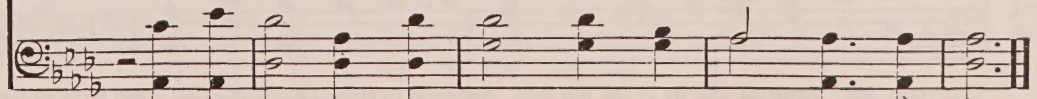
It is well with my



It is well



soul, It is well, it is well with my soul.
with my soul,

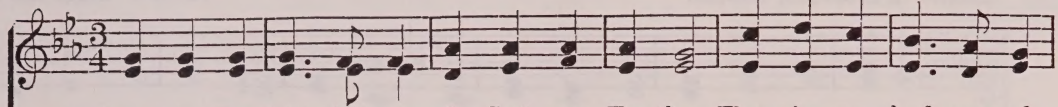


Great Is Thy Faithfulness

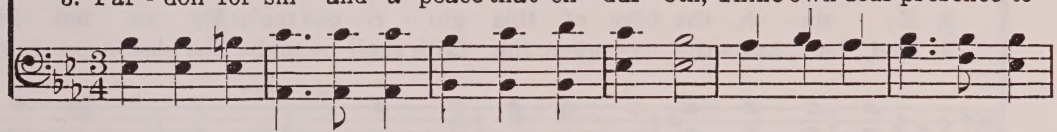
FAITHFULNESS. 11. 10. 11. 10. with Refrain

THOMAS O. CHISHOLM, 1866-

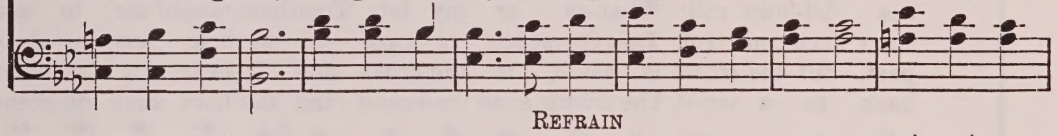
WILLIAM M. RUNYAN, 1870-



1. Great is Thy faith-ful-ness, O God my Fa-ther, There is no shad-ow of
2. Sum-mer and win-ter, and spring-time and harvest, Sun, moon, and stars in their
3. Par-don for sin and a peace that en-dur-eth, Thine own dear presence to



turning with Thee; Thou changest not, Thy compassions, they fail not; As Thou hast
cours-es a-bove Join with all na-ture in man-i-fold wit-ness To Thy great
cheer and to guide; Strength for today and bright hope for to-mor-row, Blessings all



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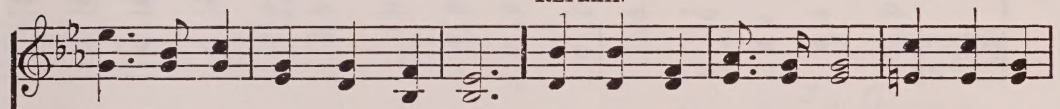
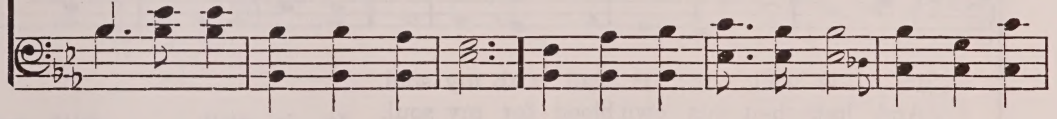
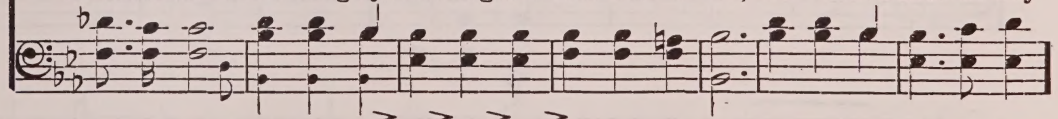


been Thou for-ev-er wilt be.
faith-ful-ness, mer-cy, and love. Great is Thy faith-ful-ness! Great is Thy
mine, with ten thou-sand be-side!

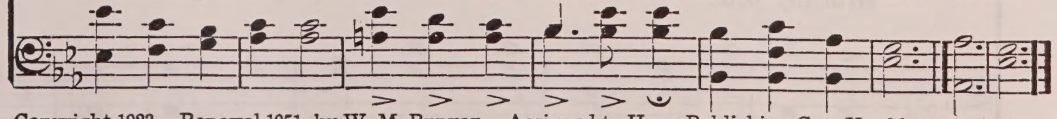


faith-ful-ness! Morn-ing by morn-ing new mer-cies I see; All I have need-ed Thy



rall.

hand hath pro-vid-ed; Great is Thy faith-ful-ness, Lord, un-to me! A-MEN.



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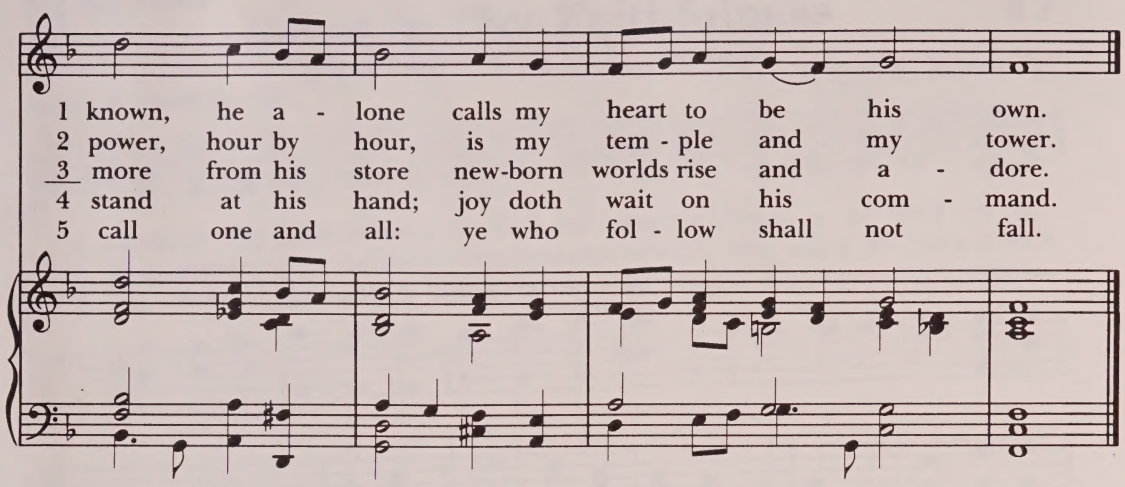
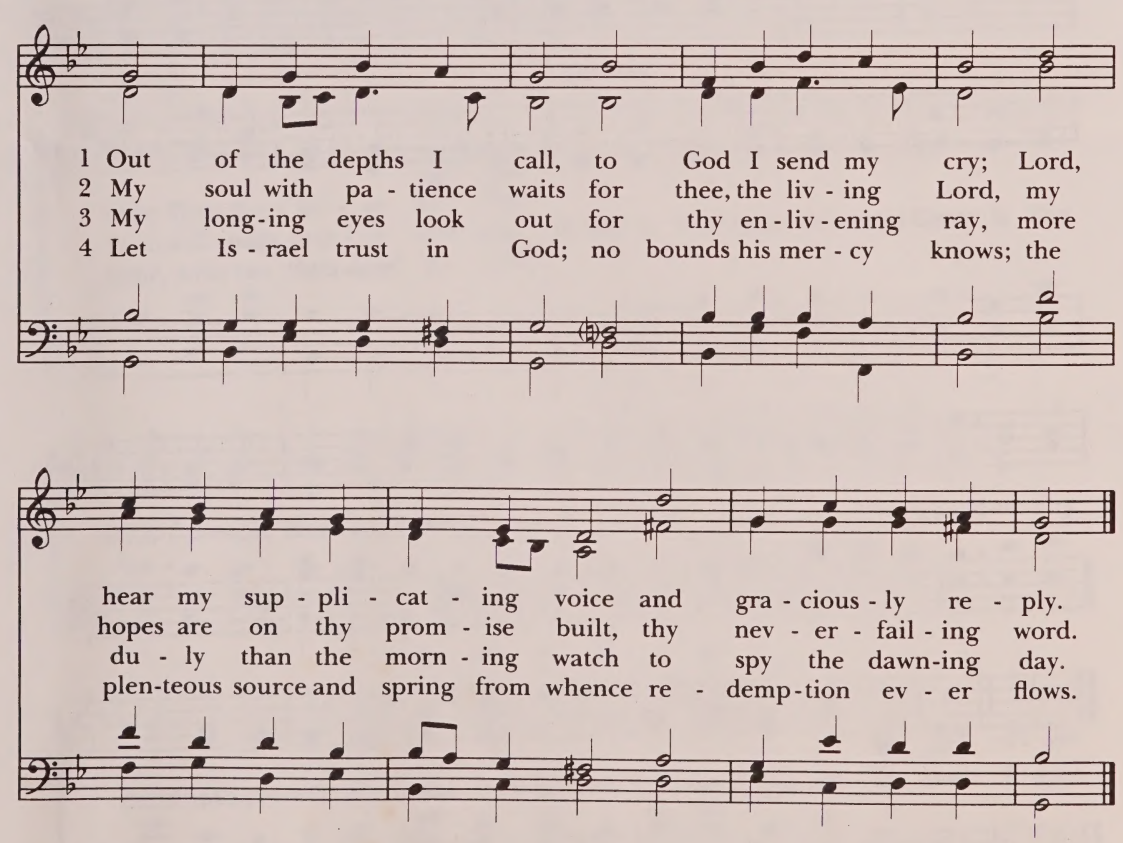


Words: Robert Seymour Bridges (1844-1930), alt., after Joachim Neander (1650-1680)
Music: *Michael,* Herbert Howells (1892-1983)

♩=120
87. 87. 337

The Christian Life

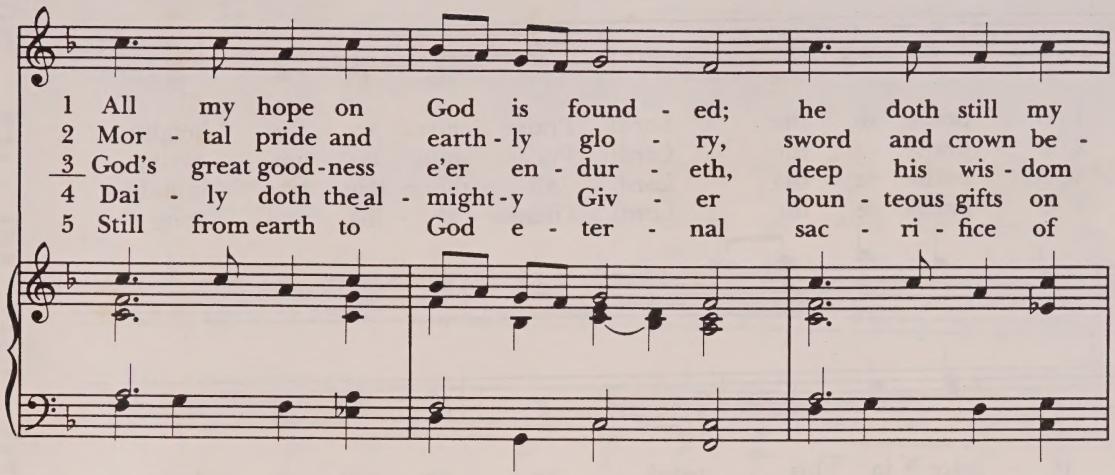
666



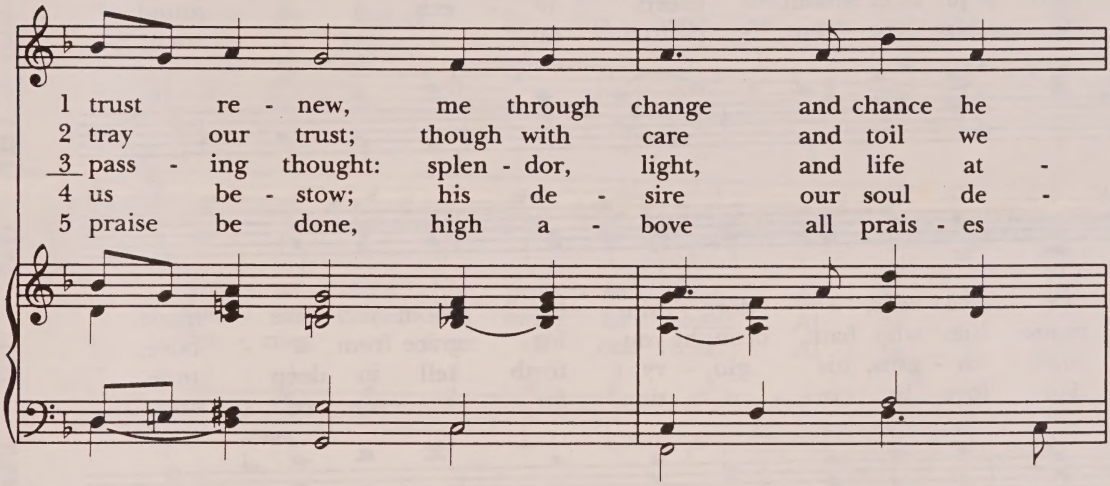
Alternative tunes: *Franconia,* 656; *Southwell,* 641.

Words: *A Supplement to the New Version of the Psalms,* 1698, alt.; para. of Psalm 130
Music: *St. Bride,* Samuel Howard (1710-1782)

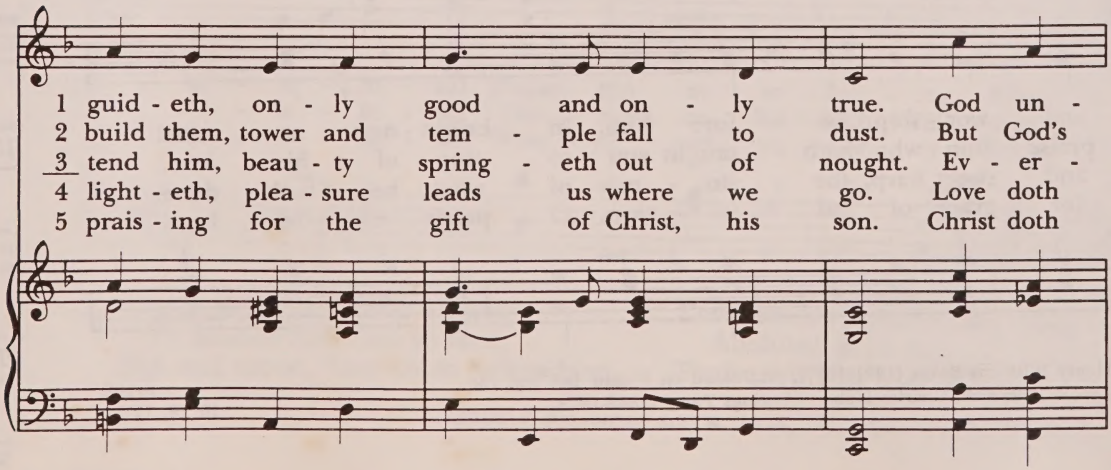
♩=46
SM



1 All my hope on God is found - ed; he doth still my
2 Mor - tal pride and earth - ly glo - ry, sword and crown be -
3 God's great good - ness e'er en - dur - eth, deep his wis - dom
4 Dai - ly doth the al - might - y Giv - er boun - teous gifts on
5 Still from earth to God e - ter - nal sac - ri - fice of



1 trust re - new, me through change and chance he
2 tray our trust; though with care and toil we
3 pass - ing thought: splen - dor, light, and life at -
4 us be - stow; his de - sire our soul de -
5 praise be done, high a - bove all prais - es



1 guid - eth, on - ly good and on - ly true. God un -
2 build them, tower and tem - ple fall to dust. But God's
3 tend him, beau - ty spring - eth out of nought. Ev - er -
4 light - eth, plea - sure leads us where we go. Love doth
5 prais - ing for the gift of Christ, his son. Christ doth

1 O praise ye the Lord! Praise him in the height;
2 O praise ye the Lord! Praise him up - on earth,
*3 O praise ye the Lord! All things that give sound;
4 O praise ye the Lord! Thanks - giv - ing and song

re - joice in his word, ye an - gels of light;
in tune - ful ac - cord, all ye of new birth;
each ju - bi - lant chord re - ech - o a - round;
to him be out - poured all a - ges a - long!

ye hea - vens, a - dore him by whom ye were made,
praise him who hath brought you his grace from a - bove,
loud or - gans, his glo - ry forth tell in deep tone,
For love in cre - a - tion, for hea - ven re - stored,

and wor - ship be - fore him, in bright - ness ar - rayed.
praise him who hath taught you to sing of his love.
and sweet harp, the sto - ry of what he hath done.
for grace of sal - va - tion, O praise ye the Lord!

Words: Henry Williams Baker (1821-1877), alt.; based on Psalms 148 and 150
Music: *Laudate Dominum*, Charles Hubert Hastings Parry (1848-1918)

♩=108
10 10. 11 11

87. 87. 87

LAUDA ANIMA

JOHN GOSS, 1869

With movement

1 Praise, my soul, the King of hea - ven; To his feet thy
2 Praise him for his grace and fa - vor To our fa - thers
3 Fa - ther - like he tends and spares us; Well our fee - ble

trib - ute bring; Ran - somed, healed, re - stored, for - giv - en,
in dis - tress; Praise him still the same as ev - er,
frame he knows; In his hand he gen - tly bears us,

Ev - er - more his prais - es sing: Al - le - lu - ia!
Slow to chide, and swift to bless: Al - le - lu - ia!
Res - cues us from all our foes. Al - le - lu - ia!

Al - le - lu - ia! Praise the ev - er - last - ing King.
Al - le - lu - ia! Glo - rious in his faith - ful - ness.
Al - le - lu - ia! Wide - ly yet his mer - cy flows.

4 Angels, help us to adore him;
Ye behold him face to face;
Sun and moon, bow down before him,
Dwellers all in time and space.
Alleluia! Alleluia!
Praise with us the God of grace.

HENRY FRANCIS LYTE, 1834, *alt.; based on Psalm 103*

1 The day thou gav - est, Lord, is end - ed,
2 We thank thee that thy Church, un - sleep - ing
3 As o'er each con - ti - nent and is - land
4 So be it, Lord; thy throne shall nev - er,

the dark - ness falls at thy be - hest;
while earth rolls on - ward in - to light,
the dawn leads on an - oth - er day,
like earth's proud em - pires, pass a - way;

to thee our morn - ing hymns a - scend - ed,
through all the world her watch is keep - ing
the voice of prayer is nev - er si - lent,
thy king - dom stands, and grows for ev - er,

thy praise shall sanc - ti - fy our rest.
and rests not now by day or night.
nor dies the strain of praise a - way.
till all thy crea - tures own thy sway.

This hymn may be used in the morning by omitting stanza 1.

Words: John Ellerton (1826-1893)
Music: *St. Clement*, Clement Cottevill Scholefield (1839-1904)

♩=100
98. 98

It Is Well with My Soul

VILLE DE HAVRE. 11. 8. 11. 9. with Refrain

HORATIO G. SPAFFORD, 1828-1888 — PHILIP P. BLISS 1838-1876

1. When peace, like a riv - er, at - tend - eth my way, When sor - rows like sea bil-lows roll; What-ev - er my lot, Thou hast taught me to say,
2. Though Sa - tan should buf - fet, tho' tri - als should come, Let this blest as- sur - ance con - trol, That Christ has re - gard - ed my help - less es - tate,
3. My sin— oh, the bliss of this glo - ri - ous tho't: My sin not in part, but the whole Is nail'd to the cross and I hear it no more,
4. And, Lord, haste the day when the faith shall be sight, The clouds be roll'd back as a scroll, The trump shall re-sound and the Lord shall de-scend,

REFRAIN

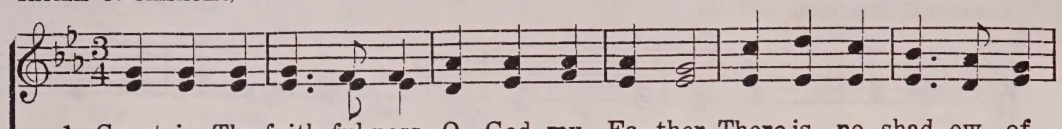
It is well, it is well with my soul.
And hath shed his own blood for my soul.
Praise the Lord, praise the Lord, O my soul!
"E - ven so," it is well with my soul.

It is well with my soul, It is well, it is well with my soul.
It is well with my soul,

Great Is Thy Faithfulness

FAITHFULNESS. 11. 10. 11. 10. with Refrain

THOMAS O. CHISHOLM, 1866- WILLIAM M. RUNYAN, 1870-



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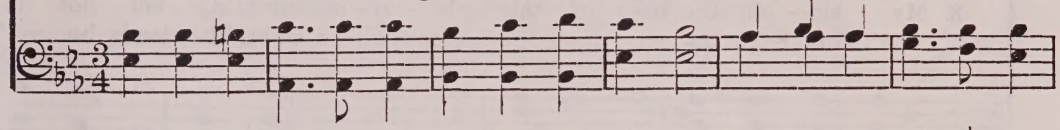

turning with Thee; Thou changest not, Thy compassions, they fail not; As Thou hast
cours-es a-bove Join with all na-ture in man-i-fold wit-ness To Thy great
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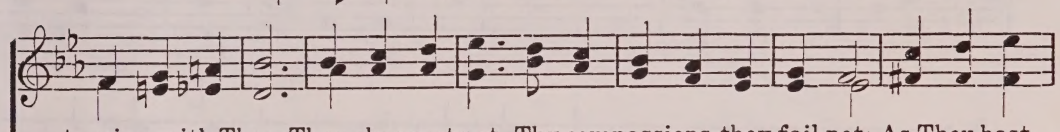

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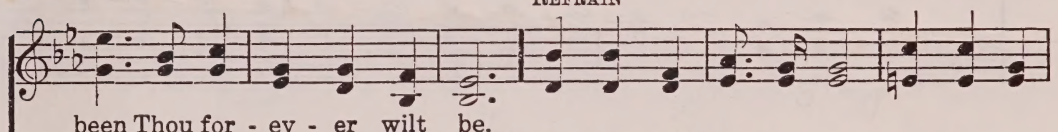

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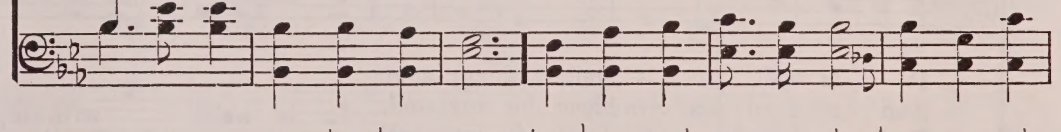
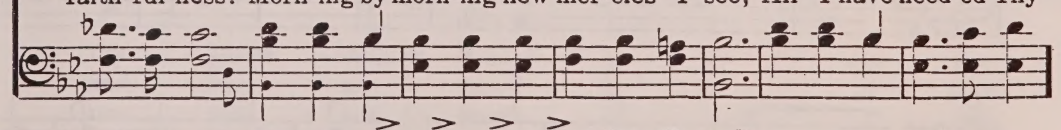
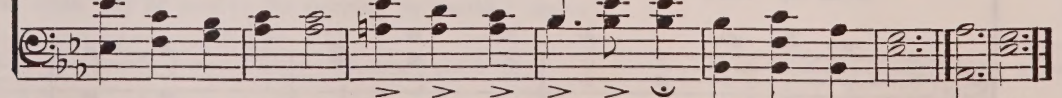


faith-ful-ness! Morn-ing by morn-ing new mer-cies I see; All I have need-ed Thy



rall.

hand hath pro-vid-ed; Great is Thy faith-ful-ness, Lord, un-to me! A-MEN.



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Angel Wings

A Quarterly Publication from Human Resource Management Development and Training

Bonnie Powell - Editor
Volume XIII

Lisa Morgan - Asst. Editor
Spring 1994

All For One and One For All

If, as the old adage has it, two heads are better than one, then imagine how effective four or more would be at solving a problem. Teamwork works, as long as the members of the team are committed to working for the benefit of the group, and not for individual glory. Do you have the qualities of an effective team worker? Here's what is called for:

Contributing your best. Don't hold back because other people are around to shoulder the load or fill in for you. Or because you fear that you might be wrong. Or that your comments might hurt someone's feelings.

Respecting other people's contributions. Follow the Golden rule. You wouldn't want your ideas to be met with sarcasm or dismissed out of hand. Have the same consideration for your teammates.

Being willing to compromise. Since teams make decisions by consensus, you should be prepared to negotiate important points.

Supporting the decisions of the team. It's your obligation to support the team in public, even if you voted with the minority. Badmouthing a decision or a player will only undercut the effectiveness of the team.

Being enthusiastic. It's contagious and will help galvanize the whole group.

Listening carefully and asking questions. Don't be shy. You may not be the only one who is uncertain, unclear, or confused.

Keeping the goal of the team uppermost in your mind. Your personal agenda should take second place.

"The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime."

(Babe Ruth)

All Play and No Work?

The social side of your job is a valid and important component of your job satisfaction. Strong relationships with coworkers can result in high levels of enthusiasm, energy, and productivity. However, it's important to see that social time doesn't cut into your job responsibilities.

Studies show that time wasters like being late, leaving early, stretching lunch hours, and socializing, consume an average of four hours per week per employee. If you have 10 people in your department, that adds up to 40 hours — like having an extra coworker around full-time who accomplishes absolutely nothing.

Think about your average work day. How much time do you spend chatting around the coffee machine in the morning? Do work-related discussions all too easily evolve into personal chats? Do lunch breaks with friends run past the allotted time?

You may not have to stay chained to your workstation all day. But you can take steps to achieve balance. Arrive early or leave late. This "plus" time can be an opportunity to catch up when it's quiet, or a chance to make some personal calls or to share a cup of coffee with a coworker. If a friend is taking advantage of your time, be firm. Tell him or her that you're busy. Then try to schedule lunch or a meeting after work.

The bottom line: Increase your awareness of how you spend your time at work.

> Flatter me, and I may not believe you.
> Criticize me, and I may not like you.
> Ignore me, and I may not forgive you.
> Encourage me, and I will not forget you.
>
> —William Arthur Ward

"I refuse as I age to deny my years. When asked at 30, I'll be 30. When the question comes up at 45, I'll take 45. For what year could I subtract? The one in which my son or daughter was born? Or the year I first fell in love? How about one less favorable? Like the year I came down with pneumonia. Or one of those grief-filled years spent saying good-by to someone close? Maybe I could choose the seemingly insignificant. That year I saw a falling star? Or the one spent not enthralled with life, just content with it? No, I think I'll keep them all, the good years, the bad and even the not so memorable. To deny one would be to deny myself. Because added up, they are my life."

—Sheila B. Cabrera

Voice Mail Power: Use the System to Your Maximum Advantage

Voice mail can stretch your time and abilities, but it can only stretch people's patience if you don't use it correctly. Follow these tips:

When leaving a message on voice mail:

Instead of "please call," leave a detailed message that's concise but complete.

Offer a convenient time for the person to call you back, or state when you plan to call again.

When using your own voice mail:

Always provide an option to get out of voice mail and talk to a live person.

When you leave for lunch or an appointment, forward your calls directly to the phone mail system so that it will answer after only one ring.

Change your message when you go on vacation or plan to be away from your desk more than a few hours.

Let callers know when you'll be back and who else they can talk to in the meantime.

Call yourself up and listen to your own greeting. Do you sound inviting or monotonous? Practice until your message sounds relaxed and comfortable.

Follow the "Sundown rule": Whenever possible, return calls the same business day.

(Working Communicator, August 1993)

Forge Better On-the-Job Relationships with These 11 Tips

At work or off duty, it's easy to forget the basics of interpersonal relationships. Don't create a negative situation. Here are 11 steps to getting along better with people.

1. **Think before you speak.** Ask yourself if what you are about to say is true, fair, or necessary. If not, better to be silent.
2. **Don't be too quick** with promises; strive to keep those you make.
3. **Go out of your way** to offer encouragement or deserved compliments.
4. **Don't be a party to gossip;** avoid speaking negatively about others.
5. **Foster a forgiving attitude** and the belief that most people give their best.
6. **Be willing to keep an open mind** and discuss instead of arguing.
7. **Don't act in haste.** Better to count to 1,000 – rather than to 10 – before saying something you may regret.
8. **Don't blow you own horn** – let your virtues speak for themselves.
9. **Don't discount criticism** before seeing whether there may be truth to it. Then, either make appropriate changes or ignore it.
10. **Use your sense of humor** to bridge gaps in personal relationships.
11. **Strive to be a provider** rather than a receiver – of consolation, understanding, and love.

(Working Communicator, January 1994)

Oven Hash Browns

3 medium-size baking potatoes (about 1 1/2 pounds)
4 cups water
1/2 cup skim milk
1/2 cup frozen egg substitute, thawed
1/2 tsp. dried whole thyme
1/4 tsp. garlic powder
1/4 tsp. salt
1/4 freshly ground pepper
1/2 cup chopped onion
1/2 cup chopped green pepper
vegetable cooking spray
1/2 taspoon paprika

Peel and shred potatoes. Trasfer to a bowl, and cover with water. Let stand 5 minutes.

Remove 1/4 cup water from potatoes. Place in a small saucepan with milk. Cook just until hot (do not boil); remove from heat, and set aside.

Combine egg substitute, thyme, garlic powder, salt, and pepper; beat well. Gradually add milk mixture, beating constantly.

Drain potatoes, and press out excess liquid with paper towels. Combine potatoes, onion, green pepper, and egg substitute mixture in a large bowl, stirring well. Spoon into a 13 x 9 inch baking dish coated with cooking spray; sprinkle with paprika. Bake, uncovered, at 350 for 1 hour or until set in center and edges are browned and crispy. Cut into 12 pieces.

Yield: 6 servings (94 calories per serving – Fat 0.3)

Creamy Broccoli-Ham Soup

1 1/4 cups water
1 (10 oz) package frozen chopped broccoli, thawed
1/2 teaspoon chicken-flavored bouillon granules
1 clove garlic, sliced
1/2 tsp. dried whole marjoram
1/4 tsp. dried whole basil
1/3 cup chopped lean cooked ham
1/4 cup plain nonfat yogurt
1/4 cup nonfat sour cream

Bring water to a boil in a saucepan. Add broccoli and next 4 ingredients: cover, reduce heat, and simmer 8–10 minutes or until broccoli is tender.

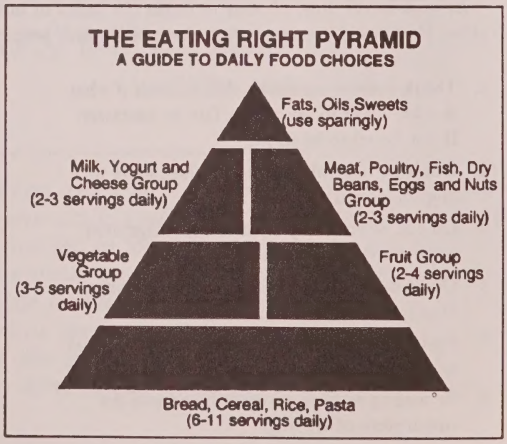
Transfer mixture to container of an electric blender or food processor: top with cover, and process until smooth. Gently stir in ham, yogurt, and sour cream. Serve immediately.

(143 calories per 1 1/2 cup serving)

Light Eating Tips For Summer

Think fresh and light. Fruits and vegetables are abundant and at the peak of their perfection right now. They're so packable, too. Raw sticks, slices, and spears are just right for a refreshing nibble. Quickly steam veggies to retain vitamins, then squeese a lemon or sprinkle dill atop the feast. Cut back on heavy and/or processed foods such as sour cream dips and refried beans.

Choose light meat. Pale meats – fish, poultry, and even some pork – generally are lower in fat than marbled red cuts. To eliminate more fat and calories, trim the fat and skin, then bake or broil (not char). For the kids, turkey or chicken dogs are a less fatty choice. No-fat cottage cheese and skim milk are great choices.



A Seven Point Writing Plan

To improve your writing, keep these seven points in mind:

1. Establish your purpose by completing this statement: "What I want people to do as a result of reading this is. . ."
2. State your main point by completing this sentence: "What I want to say is. . ."
3. Visualize someone you know and write to that person.
4. Don't waste time trying to write the perfect opening. If you're stuck, type something such as, "BRILLIANT INTRODUCTION GOES HERE," all in capital letters, and move on.
5. Resort to a similar device, such as "FIX THIS. IT STINKS," if you write something you feel is not quite right. The goal is to get the idea out, no matter how clumsy or stupid it sounds. When you go back to it, at least you have something to work with.
6. Remember that readers recall metaphors, analogies, parables, etc., much more easily than other language. When you're writing about something, ask yourself, "What's it like? What's a good example? Can I make my point more effectively by using literary techniques?"
7. Choose short, direct words over long, fancy ones. Don't "utilize" something – "use" it. Don't "maximize an opportunity" – "make the most of it."

(communication briefings – 6/93)

When Editing Your Own Copy

Whenever you write something, you should know how to edit and polish your own copy. Here are some guidelines to follow when editing for:

Brevity. Cut every word that adds nothing to meaning. Examples: Change "during the course of" to "during" and "few in number" to "few."

Clarity. Don't use vague adjectives when specific ones are called for. Don't write, "We received **numerous** inquiries." Instead write, "We received 145 inquiries."

Tone and style. Make sure your words sound as if they come from a human being – and not an institution. Example: Instead of writing, "Further notification will follow," write, "I'll keep you informed."

Variety. Avoid starting each sentence with the same part of speech, such as a noun or pronoun. Caution: Don't try to start each sentence with a different part of speech. Just strive for some variety.

Content. Make your purpose immediately clear. Don't force your reader to wade through six or eight paragraphs before understanding why you wrote the piece.

Paragraph strength. See to it that each paragraph deals with only one topic. Including too many will make your reader work too hard.

(Frank Grazian, writing in "Communicating Effectively II")

The Brown Breakaway Bag

Don't miss this Quarter's Get-a-way!!!

Oriental Cooking ○ Friday, May 20th ○ 12:00 - 1:00 p.m.

Come learn the art of Oriental Cooking! Mary Ann Hooten from Development and Training will present information on the specialized utensils, ingredients and cooking methods used in the preparation of oriental foods. Learn where to shop for imported ingredients and what to look for in purchasing these unusual products. Food samples will be offered!!

Taking It!

Receiving criticism is a difficult task. Experts recommend these effective ways to cope:

- Enter the situation with an open mind instead of prejudging what you expect to be told.
- Concentrate on listening rather than on preparing defensive comments about why you did or didn't do something.
- Ask pertinent questions to clarify issues.
- Take responsibility for your actions, rather than blaming others.
- Recognize that the person giving feedback likely cares about you and wants you to improve.
- Be assertive. Don't be afraid to say, "I'd like to add to this."

■■■■

Kind words can be short and easy to speak, but their echoes are truly endless.

–Mother Teresa

"A problem is a chance for you to do your best."

—Duke Ellington

"Few men have the virtue to withstand the highest bidder."

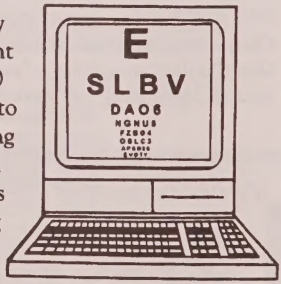
—George Washington

END YOUR CALLS CORRECTLY

How you answer the phone makes a powerful impression on customers — but so does the way you end the call. A curt or abrupt hang-up can ruin the otherwise positive effects of your conversation. Let the other party hang up first. Never hang up until you've dealt with the customer's issues. Be sure to thank the person for calling, and wish him or her a nice day.

Eyeball Aerobics

Working at a computer terminal for long periods can bring on headaches, blurred vision, eyestrain, and even depression. To take care of your eyes, try these simple relaxation exercises.



■ Periodically gaze at some distant object—at least 20 feet away—for up to a minute. Changing your field of vision will force your eyes to adjust, relieving stiffness and tension.

■ Slowly roll your eyes clockwise three or four times—then reverse the direction.

■ Blink deliberately and frequently. This helps moisten and clean your eyes, minimizing the itchiness of tired, dry eyes.

Prepositions

Prepositions have one purpose in life: to show relation of an object to another word in a sentence. When looking for the subject and verb, it is a good idea to remove prepositional phrases from a sentence. When determining whether a subject requires a singular or plural verb, ignore the phrases. Prepositions shouldn't give you trouble if you remember they are descriptive, require a noun or pronoun object, and when used as modifiers need to be next to the term modified.

The trick of good writing is to control the use of prepositional phrases. Too many of them clutter a sentence. The rule of thumb is to avoid using more than two or three prepositional phrases in a row.

An old rule of writing warned against ending a sentence with a preposition. Here is a new policy statement. Many prepositions are used with verbs as part of the verb. These verbs sometimes appear at the end of a sentence. Therefore, it is acceptable to end a sentence with a preposition if it's not overdone.

Choose the appropriate word in the following sentences:

1. The group decided to walk (in, into) the president's office for the meeting.
2. The president waited (on, for) them in his office.
3. Her plan was similar (to, with) one presented by the vice-president.
4. She certainly should be compensated (on, for) her idea.
5. He wanted (both, both of the) candidates to make a speech.
6. I could have fallen (off, off of) my chair.
7. (All, All of the) office gossip was stopped as we listened.
8. How would this compare (to, with) what would happen Friday?

Answers: 1. into, 2. for, 3. to, 4. for, 5. both, 6. off, 7. All 8. to ("compare to" shows similarity "compare with" is the examination of two objects/people)

TAKE IT ONE DAY AT A TIME!

"There are two days in every week about which we should **not** worry – two days which should be kept free from fear and apprehension.

One of these days is **yesterday**, with its mistakes and cares, its faults and blunders, and its aches and pains.

Yesterday has passed forever beyond our control. All the money in the world cannot bring back yesterday. We cannot undo a single act we performed. We cannot erase a single word we said. Yesterday is gone.

The other day we should **not** worry about is tomorrow.

Tomorrow is beyond our immediate control. Tomorrow's sun will rise, whether in splendor or behind a mask of clouds. But it will rise. Until it does, we have no stake in tomorrow.

This leaves only one day – **Today.**

Anyone can fight the battles of just one day. It is when you and I add the burdens of those two awful eternities – yesterday and tomorrow – that we break down.

Let us therefore live **one** day at a time."

(Author Unknown)

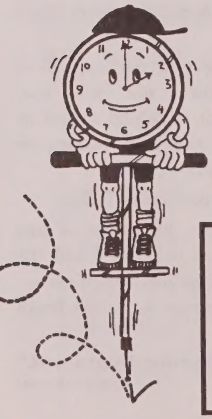
You & Your Health

June 14, 1994

11:30 a.m.—1:00 p.m.

Medical Towers 416

Dr. Merle Salter and Madeline Harris, RN from the UAB Interdisciplinary Breast Clinic will discuss alternative methods of management of breast cancers, methods of breast self-examination, and the latest research being done in the area of breast cancer and its prevention.



Daylight Savings Begins April 3, 1994 *"Spring" Ahead—Set Your Clock Ahead One Hour!*

The best angle from which to approach any problem is the *try*angle.

Ways to Excel on the Job

If you want to save your job and move up the ladder, apply some of these suggestions offered by Professor Paul Timm of Brigham Young University:

Do it now. Immediate follow-up impresses bosses.

Learn to exceed your employer's expectations. Be more than satisfactory. Do the job faster or better than you did before.

Know what your boss wants. Meet periodically with your supervisor or manager to make sure you're giving assignments the proper emphasis and you're not neglecting important assignments.

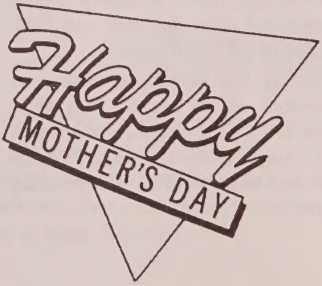
Get good at what you do. Seek areas where your special skills and interests are best used. Become so good that it would be difficult to accomplish certain things without you.

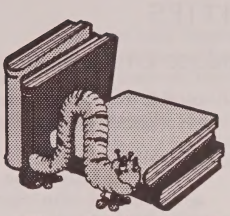
Be as positive as possible. People like to work with others who are optimistic and cheerful. Encourage people around you.

Invest in yourself. Keep growing. Attend professional meetings. Participate in training opportunities and take courses to acquire skills and make contacts.

Invest in planning your day, week, year and career. Use a daily planner and spend time with it each day. When you plan, decide what you're going to do and what results you expect.

(51 Ways to Save Your Job, by Paul Timm)





The BookWorm Corner

The Time Trap by Alec Mackenzie. (American Management Association)

Alec Mackenzie has studied time management difficulties for years and has conducted hundreds of seminars on the subject of "Time Management" in forty countries. What has he found? The time crunch we all experience has nothing to do with time! The basic cause of our problems with time is our difficulty in learning new habits. The truth is, we don't know how to **use** our time.

When this book first appeared in 1972, people were looking at new technology to provide them with better ways of accomplishing tasks. They felt that this technology would enable them to save time and make them more productive. The updated version of 1990, however, finds that people are more pressured than ever. Once again, Mackenzie goes to the heart of the problem and talks about the **real** reasons behind our time management troubles.

In this book, Mackenzie presents the twenty biggest time wasters for you to consider. You will recognize them all. Drop-in visitors, attempting too much, meetings, phone interruptions, and the inability to say "no" are just a few. For each time waster, Mackenzie offers practical, realistic solutions. The book is filled with examples and self-audits for you to use in each problem area. In addition, he spells out ways for you to create your own personal plan and individualized strategy for changing your time-wasting behavior.

What will you gain from practicing these time management ideas? You'll be more productive and less stressed. As Mackenzie puts it: "What we gain from better time management is not simply **more time**, but a better life."

Suggested Reading:

Fiction:

Pot of Gold by Judith Michael

Non-Fiction:

Grammar for Grownups by Val Dumond

Slow Down, You Move Too Fast; How to Reduce Stress in Your Life

Do you feel as if you're always in a hurry? You can train yourself to slow down and relax with a few simple exercises:

Drive 10 mph slower. Most of us rush on the road even when we're not running late. Try a new route — or just pay more attention to your usual path.

Pause before eating. Whether you say grace or just sit quietly for a moment, a short pause will help you appreciate your meal and eat more slowly instead of just wolfing your food down as fast as possible.

Shower after work. A quick shower to "wash away" the day's stress will help you leave work at work and relax.

Let the phone ring. Wait a few rings before picking up your phone. Answering automatically on the first ring may exaggerate a hectic mood.

Concentrate on the process. Tackle your tasks one at a time and focus on doing each one right before moving on to the next. Enjoy the sense of accomplishment when you've finished, before moving on to your next job.

Training Opportunities

All classes are held in Medical Towers 416 unless otherwise noted.

April

April 6-15
2:00-4:00 p.m.

Medical Terminology
The cost for this course is $50. This eight day course consists of 14 hours of instruction plus an exam. Participants will learn 350 roots, prefixes and suffixes that can be combined to form over 11,000 medical terms. These classes are designed for students with no prior medical background. Workbook is included in the price.

Friday
April 8
9:00 10:30 a.m.

Teambuilding with Your Boss
Come to this class and learn what makes up a team and how to work more effectively with that person you call "supervisor." Learn how to use differences in personality and work styles to the advantage of the team and your department.

Tuesday
April 12
9:00-11:00 a.m.

Working with Difficult People
Difficult people come to us in many different forms and from many different sources. Come learn the techniques you must have to cope effectively with difficult behavior.

Thursday
April 14
9:00-10:30 a.m.

Telephone Etiquette
Learn methods of improving your professionalism on the telephone. Discover techniques to use the telephone more effectively and provide good customer service.

Tuesday
April 19
11:30-12:30

Professional Image & Office Etiquette
Your professional image is also the professional image of your department. If you set the right example and look and act in ways that are appropriate for your office setting you will be an asset to your department and to UAB. In this class you will learn about the dress and behavior that is expected from a true office professional.

Monday
April 25
2:00-4:00 p.m.

Communication and Listening Skills
This class will help you learn to organize your thoughts so that you can present your ideas in the best manner possible. You will also learn to practice and improve your listening skills.

Tuesday
April 26
2:00-3:30 p.m.

Grammar Review
A review of punctuation, subject-verb agreement and other fundamentals of grammar and sentence construction necessary for good business writing.

MAY

Monday
May 2
9:00-11:00 a.m.

Stand Your Ground: Assertiveness
This class is for anyone who wants to learn methods of "standing up" to others in an effective but nonthreatening way. This class is a good follow–up to Communication and Listening Skills.

Wednesday
May 4
2:00-4:00 p.m.

Business Writing
Learn to organize and write your business letters in the clearest and most concise way. Also develop methods of making your writing more reader centered and review the basic ingredients of good business writing.

Wednesday
May 11
2:00-3:30 p.m.

Self Esteem and Self Image
No one can work at highest productivity unless they have a positive self image. This class will help you recognize your talents and self-worth and how these feelings can be utilized to improve your performance on your job.

Friday
May 13
1:30-2:30 p.m.

Taking Minutes
Meeting participants are sometimes asked to take minutes. Certain skills are necessary for accurate, detailed notes. This one hour class will give you the basic knowledge you need.

Tuesday
May 17
9:00-10:30 a.m.

Customer Service
Service will become more important as we move into the next decade. Learn ways to make excellent customer service work for you and for your department.

Wednesday
May 18
2:00-3:00 p.m.

Improving Your Proofreading Skills
Proofreading is imperative. This class will help you with some new ideas and methods of improving your skills in this area. You will also learn the correct symbols for editing and proofreading.

Thursday
May 19
8:30-10:00 a.m.

Review of UAB Paperwork
Forms, purchase orders, travel vouchers, disbursement requisitions. Have questions about UAB paperwork? This class will give you an overview of what has changed since you came to UAB and the most efficient way to "get things done."

Friday
May 20
12:00 - 1:00 p.m.

Brown Bag Breakaway
Come learn the art of Oriental Cooking! Mary Ann Hooten from Development and Training will present information on the specialized utensils, ingredients and cooking methods used in the preparation of oriental foods. Learn where to shop for imported ingredients and what to look for in purchasing these unusual products. Food samples will be offered!!

Tuesday
May 24
2:00-4:00 p.m.

Working with Difficult People
(see description above).

Thursday
May 26
9:00-10:30 a.m.

Managing Priorities
This class will help you make decisions about how to get your work done in the most efficient and effective way. You will hear tips on how to plan your work so that everything gets done and your priority items are completed first.

JUNE

June 8-17
2:00-4:00 p.m.

Medical Terminology
(see description above)

Tuesday
June 14
9:00-11:00 a.m.

Personalities in the Workplace
Most human beings fall into one of four main personality types. Come take a self-administered quiz and determine your personality and how to work more effectively with the other types. This class is fun as well as informative.

Tuesday
June 14
11:30 -1:00 p.m.

You and Your Health
Dr. Merle Salter and Madeline Harris, RN from the UAB Interdisciplinary Breast Clinic will discuss alternative methods of management of breast cancers, methods of breast self-examination, and the latest research being done in the area of breast cancer and its prevention.

Thursday
June 16
9:00-11:00 a.m.

Communication and Listening Skills
(See description above)

Wednesday
June 29
9:00-11:00 a.m.

Stress Management
Stress is a fact of life. Methods of preventing stress as well as techniques for coping with stress will be presented. Exercise, nutrition, relaxation methods and other management activities will be discussed.

Name _____ Dept. _____

Campus Address _____ Tel. _____

Course Name _____ Date _____

Course Name _____ Date _____

Course Name _____ Date _____

Detach and mail to Development and Training, ATTN: Mary Hall, MT 416, Zip 4410. **Please make a copy for your records.**

Angel Wings

Human Resource Management
Development & Training
Medical Towers 416 Zip 4410 (934-3359)

DEVELOPMENT
Investing in People!
& TRAINING

The classes advertised in this newsletter are open to any UAB employee who wishes to attend.

Recycle: Read it and Pass it on!!

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MEDICAL RECORDS
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Angel Wings

A Quarterly Publication from Human Resource Management Development and Training

Bonnie Powell - Editor
Volume XII

Lisa Morgan - Asst. Editor
Winter 1994

Manage The Work-Home Transition

The hour after you arrive home from work can be the toughest part of the day. For a more gentle transition between the office and home, follow this advice:

- Before leaving for home, straighten up your desk and jot a quick to-do list for the morning. This will help you mentally leave work at the office. If you can't stop worrying about projects or deadlines, write them down on a piece of paper, and leave the list inside your desk.
- Listen to music. Play a favorite tape in your car, or wear headphones if you commute by public transportation. Your favorite music or radio station will help you relax.
- If you drive, try carpooling. Having someone to talk to may make the commute seem shorter and the traffic less frustrating.
- Change into comfortable clothes as soon as you get home. This will help you shift gears.
- Let dinner wait while you spend a few minutes with your family. Just 15 minutes can help you get into the proper frame of mind to relax. Snack on vegetables or some other healthful appetizer.
- Involve your children in dinner preparations. Let them chop vegetables, open cans, or measure ingredients. This gives you a chance to visit with them while you work. On the other hand, if you need to concentrate on cooking without distractions, give your kids a special project—a set of drawing markers, a game, or some other diversion.
- You don't need a big sit-down dinner every day. Once or twice a week, have a quick, no-cook meal, like salad or crackers with cheese and fruit.

(*Inside Albany*, Matthew Bender and Company)

Don't Worry. Be Happy.

It's a simple philosophy, but one that can have vast repercussions. Research shows that most illnesses, including headaches, backaches, heart disease, and digestive ailments, can be caused or influenced by our feelings. A positive attitude will help you work better, too. Optimism gives you energy and enthusiasm.

Next time you're ready to give in to the blues, try these tips.

1. **Don't take everything so seriously.** There are few problems that have truly monumental consequences.
2. **Try to see the positive aspects of problems.** You can find a bright side in almost every situation—if you look hard enough.
3. **Smile.** It's easier than frowning, which requires 78 muscles. A smile uses only 14.
4. **Use positive people as role models.** Focus on someone who seems to make the best of any situation. This person can show you how he or she maintains that attitude.
5. **Learn to accept situations over which you have no control.** It can be frustrating to see a problem that needs fixing, but sometimes it is either inappropriate or simply impossible for you to help.
6. **Be satisfied with results once you've done your best.** You can't do any better, so don't focus on your limitations.
7. **Be part of the solution.** It's more challenging—and inspiring—to try to fix problems than just to point them out and dwell on them.
8. **Take time to reward yourself.** You deserve appreciation, from yourself, as well as from others.
9. **Expect the best, not the worst both of people and situations.**
10. **Appreciate the good things that happen.** Stop focusing on what is lacking in your life. Count your blessings, not your troubles.

It's not always easy to maintain a positive attitude. Like most things, it requires work. But the results are worth it!

> Never lose sight of the fact that the most important yardstick of your success will be how you treat other people—your family, friends, and coworkers, and even strangers you meet along the way.
>
> *–Barbara Bush*

February 2, 1994

Should You Take That New Job?

Is a promotion likely to be good for your career? These days you're wise to consider the overall impact of a new job before you accept it. Before pursuing a promotion, ask yourself these questions:

What will this promotion add to your prestige? An impressive new job title will tell clients and associates where you stand in the organizational structure.

Will it add enough income to be worthwhile? Consider that up to half the money in your raise will go to pay federal, state, and local taxes, as well as Social Security. Will the extra money mean a significant change in your life-style? Will you lose the chance to earn overtime pay?

Does the promotion put you at risk? You may be exchanging a safe position for one where you'll be the first to be laid off if business sours.

Will you be able to handle the added responsibility? You may find yourself under more pressure than you've been used to. Be sure you can live with the stress until you get accustomed to the new arrangement.

Can you put in extra time? You may have to spend more time at the office—or take work home—until you learn the ropes. More responsibility may add up to more hours even after you've mastered the new routine. Are you willing to put out more effort?

Can you get your old job back? If things don't work out, can you return to your former position? And if you do, will that be held against you in the future?

Will you be happy? Ask yourself whether the new job will take you away from doing something you really enjoy. You may find yourself supervising the work you're doing now—how would that make you feel? Try to get a "trial run" on the job before taking it on.

(Bottom Line/Person, New York, NY)

PINPOINTING STAR PERFORMERS

What makes a person a star performer in an organization? A recent study has pinpointed these characteristics:

- ☆ Taking the initiative to get things done and accomplishing much more than standard performers think is needed. This is the core skill.
- ☆ Writing well and making skillful presentations.
- ☆ Being both a good follower and an effective leader.
- ☆ Having the ability to see things from others' points of view.
- ☆ Demonstrating effective time-management skills.
- ☆ Being a good team player.
- ☆ Having political know-how.

(*Working Women*, Janet Caplan and Robert Kelley)

The Finish Line

Congratulations to the latest certificate recipients!

Linda Love

Amy Burks

Dona Ricks

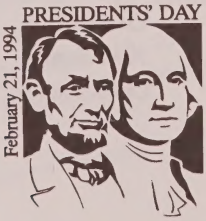
This is a new series of classes that will be offered each quarter. Upcoming topics will include Certified Nurse Midwifery Practice, Reproductive Endocrinology and Infertility, Preventive Medicine, the Comprehensive Cancer Center, the Arthritis Center, Ophthalmology/Optometry and Pediatrics. The subject matter will be timely and worthwhile, so make plans to participate!

Healthy Habits for Eating

Nedra Wilson—Nutrition Sciences

February 10—11:30-1:00—MT 416

Nedra Wison will be our first speaker in this new series of seminars on health issues in the 90s. Nedra is an Associate Professor in Nutrition and Dietetics and will be speaking on ways to eat and cook in a healthier way. This class will provide interesting and informative ideas for everyone.



Getting Things Done

Your daily plan is where all the pieces of your day come together; where goals turn into reality. Today is the time when something gets done, or not done; it can't be yesterday, and there are no guarantees about tomorrow.

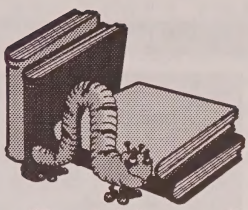
A good daily plan format has three parts:

1. Goals for the day—the two, three, four, or five tasks that you **must** get done.
2. Scheduled appointments, meetings, blocks of time set aside for specific tasks
3. To-do list—things you don't want to forget; lower-priority tasks you hope to get done

What are the benefits of a daily plan?

1. Greatly reduces the number of decisions on "what to do next."
2. Minimizes interruptions and improves quality of work. Priorities and deadlines for time segments serve as reasons for not allowing interruptions for less important matters.
3. Increases quantity of output—productivity and likelihood of accomplishing your most important priorities. In one quiet hour, you can accomplish what would otherwise take three hours.
4. Reduces "busyness" syndrome. Goals are visible, so they are not forgotten.
5. Reduces reactive syndrome. Instead of continually reacting to events and demands of others, you will be driven by your own priorities.
6. Replaces management by crisis with a sense of control. As your priorities are achieved, crises diminish.

> Never confuse a single defeat with a final defeat.
>
> *—F. Scott Fitzgerald*



The BookWorm Corner

The Executive Secretary's Complete Portfolio of Letters by the editors of the Bureau of Business Practice, Prentice Hall.

This handbook is designed primarily as a time-saver, not as a course in business writing. The editors compiled it as a working tool for busy office professionals who want to do their jobs with economy of effort; who want to turn out better letters in less time.

The collection of samples covers every conceivable situation in which you would be called on to compose a letter. The editors provide an excellent Table of Contents, making it easy to locate the sample most likely to serve as your guide for a particular communication. In just a few minutes, with only minimal adaptation, you can put the sample to your own use.

If you are unable to find and purchase this particular book, there are similar books on the market that serve the same purpose. One example is ***The Complete Book of Contemporary Business Letters*** by Round Lake Publishing.

Modify Favorite Recipes

There's no reason for you to throw out your favorite recipes. You can still enjoy the dishes you have made for years. However, you may need to modify them. Use the following tips to cut the fat and cholesterol from your recipes.

- ☆ Omit those fats of animal origin, such as butter, lard, bacon grease, saturated vegetable fats from coconut and palm oils, and hydrogenated shortenings. Substitute with unsaturated fats. Use less of all!
- ☆ Use skim milk in all recipes. Try evaporated skim milk for creamy quality.
- ☆ Try cutting the total fat by one-third in baked goods. This also includes the acceptable oils and margarines. Try replacing with equal amount of applesauce.
- ☆ Use reduced-calorie mayonnaise—always!
- ☆ Use nonstick vegetable spray instead of oil for stir-fry cooking or browning meats.
- ☆ Use lean meats—skinless chicken, water-packed fish. Decrease meat and increase vegetable and grain/potato/pasta, etc.
- ☆ Use nonfat sour cream alternative instead of regular sour cream. Reduced-fat sour cream is readily available. (Don't allow dairy products to boil after adding them to your recipes.)
- ☆ Use three tablespoons of cocoa plus one tablespoon of acceptable margarine or oil when a recipe calls for a one-ounce square of chocolate.
- ☆ Sugar can be reduced in many recipes. Experiment by decreasing 1/2 to 1/3. Noncaloric sweeteners work best in uncooked foods.
- ☆ Use less salt! Try 1/2 less.

(Suggestion from Nedra Wilson—Nutrition Sciences)

An Intrapreneurial Spirit Will Affect Bottom Line

Entrepreneurs start businesses. *Intra*preneurs try to improve existing ones. Like people, there isn't an organization in North America that couldn't stand a little improvement. And you don't have to be the boss to create positive change. You can focus on your own individual contributions, or make suggestions that will alter the big picture. Either way, ultimately, you can have an effect on the bottom line. How can you be a successful intrapreneur at your organization?

• Start with your own job. Are there ways that you can streamline certain tasks or processes? No idea is insignificant. Maybe it's finding a cheaper source for supplies. Or determining that a certain task is now obsolete, freeing you up to take on different, more constructive responsibilities.

• Change your way of thinking, of doing the same thing in a different way. Take a problem or situation and try to look at it from a completely different angle. Sometimes challenging traditional beliefs is what's needed to achieve a breakthrough.

• Sell your vision. Your ideas may *seem* worthwhile, but until they're actually put into action, it will require a leap of faith—by you and those decision-makers who have the power to implement your suggestions.

• Be persistent. Stay with the project long enough to let it succeed. There are bound to be setbacks and pitfalls in implementing new ideas, but don't be easily discouraged.

TIP OF THE MONTH

Many of us are paralyzed by a fear of failure. We refuse to speak out or take initiative because we might suffer rejection or embarrassment. So we often do nothing—and go nowhere—and let ourselves become consumed by boredom, frustration, disappointment, and anger. Don't let a fear of failure conquer you. At the very least, you can say to yourself: "I tried."

MYTHBREAKERS

Do you believe that applying butter or oil to a minor burn will provide soothing relief? Think again. Butter or oil are among the worst treatments for burns because they seal in the heat generated by the burn. The best treatment is cool water. Soak for 30 minutes or more, until the pain ceases. Seek medical care for more serious burns.

SAFETY:
Live With It

Safety Is The Best Fashion Statement

Keep a thought for safety when you choose the outfit you'll wear to work tomorrow morning. Your clothes can be hazardous to your health.

✦ Loose-fitting clothes, particularly sleeves, shirttails, and ties can easily get caught in machinery.

✦ Pants that are too long can catch the heel of a shoe, causing a fall.

✦ Open-toed shoes won't protect you from bumps and scrapes.

✦ High, narrow-heeled pumps make falls a greater risk.

✦ Dirty clothes, particularly those with recent oil or grease stains, can cause skin irritations or can catch fire from a spark.

✦ Jewelry, especially bracelets and long necklaces and chains, can be a hazard in a plant setting. Remove them if you are working near moving machinery or energized circuits.

✦ And remember: *Always* wear the safety accessories—such as earplugs, gloves, and eyeglasses—that are required for your job.

Can You Come Up With a Better Word?

This quiz will help you escape the "very" trap you fall into when you combine "very" with another word. You usually can say it just as easily with one word. See if you can boost your vocabulary by thinking of a one-word substitute for each of the following:

1. Very stupid _____
2. Very far _____
3. Very near _____
4. Very large _____
5. Very hot _____
6. Very pretty _____
7. Very weak _____
8. Very small _____
9. Very strong _____
10. Very quiet _____

Note: If you come up with a one-word substitute that's not listed below, give yourself a point if you believe that the word qualifies. We did not cite every possible substitute.

Scoring:

9-10: Very, very good
5- 7: Very good
3- 4: Very bad
0- 2: Very, very bad

Answers: 1. dense, moronic, idiotic 2. distant, remote 3. adjacent, close 4. enormous, immense, huge, spacious, vast; 5. torrid, scorching, fiery; 6. gorgeous, beautiful; 7. exhausted, frail, flimsy, inadequate 8. tiny, puny; 9. powerful, potent, forceful; 10. still, silent.

("The Newsletter Newsletter", North Canton, OH)

How Well Do You Converse?

Being a good conversationalist is vital to success in business. See how many of the following skills you possess. The more "yes" answers, the better you are at conversation.

1. When others are speaking, do you at least try to show an interest in what they are saying?
2. Do you make an earnest effort to learn something when others are talking?
3. Do you refrain from interrupting others when they are in the middle of a statement?
4. Are you able to talk on a wide variety of subjects?
5. Do you have the ability to switch quickly from one subject to another without too much effort?
6. Are you adept at tailoring your conversations to the interests of those you're talking with?
7. Are you aware of when you should talk business and when you shouldn't?
8. Do you know when you're boring people—and what to do if you are?
9. If an embarrassing void occurs in a conversation, do you usually step in and rescue the group?
10. Do you show concern for shy people and try to involve them in group conversations?

(communication briefings—January 1994)

CLEANLINESS IS...

February 14 is Clean Out Your Computer Day. Take an hour to check through your hard drive and floppy disks for documents and programs that you no longer need. Freeing up memory will allow your computer to operate faster and more efficiently.

Nedra Wilson, from our UAB Department of Nutrition Sciences, sent a modified version of the Chicken Velvet Soup that was featured in last quarter's issue. Dari Corwin, a Dietetic Intern, accepted the challenge of revising the recipe to make it less fattening and more "heart-healthy." Nedra reports that Dari prepared the soup at home and brought it into the department for the taste test, where it passed with high praise. Many thanks to Dari and Nedra for keeping us on the right track nutritionally. The soups and the bread are all good choices for fat-free cooking and our grateful thanks goes out to all who made a contribution.

Modified Chicken Velvet Soup

1/3 cup reconstituted Butter Buds
3/4 cup all-purpose flour
6 cups hot chicken broth, divided
2 1/2 cups evaporated skim milk
2 cups diced cooked chicken
1/4 teaspoon salt
1/8 teaspoon pepper

Blend liquid Butter Buds and flour with a wire whisk in a large saucepan. Gradually add 2 cups broth, mixing well until smooth. Add milk, and continue stirring until thickened. Add remaining chicken broth, chicken, salt and pepper and heat through, stirring as needed to prevent sticking.

Yield:	10 cups
Serving size:	1 cup
Analysis per serving:	
Protein -g	16
Fat -g	3
Carbohydrate-g	16
Calories	154
% Calories from fat	17
Sodium-mg	329
Saturated Fat-g	1
Polyunsaturated fat	
Cholesterol-mg	26

Red Beans and Greens Soup

2 cups red kidney beans
5 cups water
1 (14 1/2 ounce) can ready-to-serve chicken broth
1/2 cup lean ham cubes
1/4 teaspoon dried minced garlic
1/4 teaspoon pepper
1/2 cup fresh or frozen chopped onion
1/4 teaspoon hot sauce
1 (10-oz) box frozen chopped turnip greens
1/4 teaspoon salt

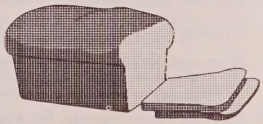
Sort and rinse kidney beans. Place kidney beans and water in a Dutch oven. Soak beans overnight. Do not drain. Add next 6 ingredients. Cover and bring to a boil; reduce heat and simmer for one hour. Add frozen greens and salt. Bring to a boil; reduce heat and simmer 15 minutes uncovered.

Yield:	8 servings
Serving Size:	1 cup
Analysis per serving:	
Protein-g	14
Fat-g	1
Carbohydrate-g	30
Calories	181
% Calories from fat	5
Sodium-mg	385
Saturated fat-g	tr
Polyunsaturated fat-g	tr
Cholesterol-mg	4

WHITE BREAD

This is a basic, no frills white bread — low fat, sugar and sodium and really good.

	Small	Medium	Large
milk or water	1/2 cup	3/4 cup	1 cup
vegetable oil	1 tbs.	1 1/2 tbs.	2 tbs.
honey	1 tbs.	1 1/2 tbs.	2 tbs.
salt	1/3 tsp.	1/2 tsp.	2/3 tsp.
bread flour	1 1/2 cup	2 1/4 cups	3 cups
yeast	1 tsp.	1 1/2 tsp.	2 1/2 tsp.



(Submitted by Debbie Snider, Grants & Contracts

Test Yourself For Desk Stress

A messy desk may start your boss and coworkers wondering if you really have everything under control. Take this quiz to measure the amount of "desk stress" you suffer. Give yourself one point for each question you answer yes:

1. Do you have more than ten items on your desk right now?
2. Are there more than three file projects on your desk?
3. Do you have an in-basket on your desk?
4. Do you go home at night with piles of paper on your desk?
5. Within the last week, have you been unable to find something on your desk?
6. Do coworkers hesitate to leave important documents on your desk because they think you'll lose them?
7. Do you have a pile of unfinished reading within eyesight?
8. Do you have a reputation for keeping a messy desk?
9. Are other people able to find items on your desk if you're not there?
10. Do you work from a clean desk?

Scoring:
7-10 points: Your messy desk may be hampering your productivity and affecting your image in the workplace.
4-6 points: You're in danger of becoming a desk stress sufferer, but there's still hope.
1-3 points: No desk stress. You're well organized and efficient.
(The Working Communicator, July-1993)

DON'T MISS THIS QUARTER'S GET-A-WAY!!!

The Brown Breakaway Bag

March 29
12:00-1:00

Glenda Williamson from UAB Surgical Oncology will show you how to do terrific t-shirts for spring and summer! She will demonstrate a western style shirt with lots of sparkle and also how to work with the new Liquid Beads. Glenda will also bring other decorated shirts for display. Don't miss this class!

Training Opportunities

All classes are held in Medical Towers 416 unless otherwise noted.

January

Tuesday
January 25
2:00-3:30 p.m.

Teambuilding with Your Boss
Come to this class and learn what makes up a team and how to work more effectively with that person you call "supervisor." Learn how to use differences in personality and work styles to the advantage of the team and your department.

Wednesday
January 26
9:00-11:00 a.m.

Grammar Review
A review of punctuation, subject-verb agreement and other fundamentals of grammar and sentence consturction necessary for good business writing.

Thursday
January 27
9:00-11:00 a.m.

Business Writing
This class will provide you with the tools you need to make sure that your writing includes the basic ingredients of good business writing. You will learn to organize and write your information in the clearest and most concise way and methods of making your writing more reader centered.

Thursday
February 3
9:00-10:30 a.m.

Telephone Skills & Etiquette
Learn good customer relation skills and methods of improving your professionalism on the telephone. The telephone is often your first contact with customers and their first impression is vital to your success. Learn to use the telephone to your advantage and as a method to market your department and UAB.

Monday
February 7
2:00-4:00 p.m.

Working with Difficult People
Difficult people come to us in many different forms and from many different sources. The difficult customer must be treated differently than the difficult coworker. Come learn the techniques you must have to cope effectively with difficult behavior.

Tuesday
February 8
11:30-12:30

Professional Image & Office Etiquette
Your professional image is also the professional image of your department. If you set the right example and look and act in ways that are appropriate for your office setting you will be an asset to your department and to UAB. In this class you will learn about the dress and behavior that is expected from a true office professional.

February 9-18
2:00-4:00 p.m.

Medical Terminology
The cost for this course is $50. This eight day course consists of 14 hours of instruction plus and exam. Participants will learn 350 roots, prefixes and suffixes that can be combined to form over 11,000 medical terms. These classes are designed for students with no prior medical background. Workbook is included in the price.

Thursday
February 10
11:30-1:00

Health Issues—You & Your Health
Nedra Wison will be ur first speaker in this new series of seminars on health issues in the 90's. Nedra is an associate professor in Nutrition & Dietetics and will be speaking on ways to eat and cook in a helthier way. This class will provide interesting and informative ideas for everyone.

Friday
February 15
9:00-11:00 a.m.

Personalities in the Workplace
Most human beings fall into one of four main personality types. We often think of someone else's behavior as difficult, because it is different from what we would do in a similar situation. Come learn the most effective ways to work with the different personality types in your department and how this understanding can help you function.

Wednesday
February 23
9:00-10:30 a.m.

Self Esteem and Self Image
No one can work at heghest productivity unless they have a positive self image. This class will help you recognize your talents and self-worth and how these feelings can be utilized to improve your performance on your job.

Monday
February 28
2:00-3:30 p.m.

Managing Priorities
This class will help you make decisions about how to get your work done in the most efficient and **effective** way. You will hear tips on how to plan your work so that everything gets done and your priority items are completed first.

March

Wednesday
March 2
9:00-11:00 a.m.

Communication and Listening Skills
This class will help you learn to organize your thoughts so that you can present your ideas in the best manner possible. You will also learn to listen carefully and practice your listening skills with exercises.

Tuesday
March 8
9:00-10:00 a.m.

Customer Service
Our UAB customer is the most important person we serve. The customer may be someone who works down the hall or a patient from the community. Service will become more important as we move into the next decade. Learn the ways that you can make excellent customer service work for you and your department.

March 8-18
2:00-4:00 p.m.

Human Anatomy
The cost for this course is $75. This nine day course consists of 16 hours of instruction plus an exam. It is recommended that all participants complete the Medical Terminology course prior to registering for Human Anatomy. You will learn the names, pronunciation and locations of all the principal parts of every major body system including associated anatomical terms and locations. A workbook is included in the price.

Friday
March 11
10:00-11:00 a.m.

Improving Your Proofreading Skills
Proofreading is imperative. This class will help you with some new ideas and methods of improving your skills in this area. You will also learn the correct symbols for editing and proofreading.

Thursday
March 17
8:30-10:00 a.m.

Review of UAB Paperwork
Forms, purchase orders, travel vouchers, disbursement requisitions. Have questions about UAB paperwork? This class will give you an overview of what has changed since you came to UAB and the best way to "get things done" in the most efficient manner.

Monday
March 21
2:00-4:00 p.m.

Assertiveness: Stand Your Ground
This class is for anyone who has difficulty speaking up and presenting ideas in ways that do not hurt or alienate someone else. This class is a good follow-up to Communication.

Wednesday
March 23
2:00-4:00 p.m.

Stress Management
Stress is a fact of life. Methods of preventing stress as well as techniques for coping with stress will be presented. Exercise, nutrition, relaxation methods and other management activities will be discussed.

Friday
March 25
10:00-11:00 p.m.

Taking Minutes
Office professionals are often asked to take minutes in meetings. Certain skills are necessary for accurate, detailed notes. This one hour class will give you the basic knowledge you need.

Tuesday
March 29
12:00-1:00 p.m.

Brown Bag Breakaway
Glenda Williamson from UAB Sugical Oncology will show you how to do terrific t-shirts for spring and summer! She will demonstrate a western style shirt with lots of sparkle and also how to work with the new Liquid Beads. Glenda will also bring other decorated shirts for display. Don't miss this class!

Name _____ Dept. _____

Campus Address _____ Tel. _____

Course Name _____ Date _____

Course Name _____ Date _____

Course Name _____ Date _____

Detach and mail to Development and Training, ATTN: Mary Hall, MT 416, Zip 4410. **Please make a copy for your records.**

Angel Wings

Human Resource Management
Development & Training
Medical Towers 416 Zip 4410 (934-3359)

DEVELOPMENT
Investing in People!
& TRAINING

The classes advertised in this newsletter are open to any UAB employee who wishes to attend.

Recycle: Read it and Pass it on!!

706880 ANGELWG
RAGONA MARJORIE F
MEDICAL RECORDS
GSB 201

PS-10452

Angel Wings

A Quarterly Publication from Human Resource Management Development and Training

Bonnie Powell-Editor
Volume XIII

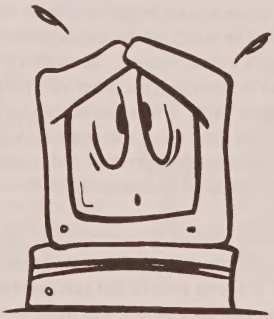
William R. Bebb - Asst. Editor
Summer 1994

HOW TO AVOID COMPUTER STRESS

If you work at a computer many hours a day, you want to avoid "computer stress syndrome." It consists of a combination of symptoms affecting your body and vision.

A new book, Total Health at the Computer, offers a number of exercises that can help alleviate specific symptoms, such as burning eyes and upper-body tension. It also presents these fundamentals, among others:

* **Look** as far into the distance as possible periodically to rest your eyes. If you're hidden in a corner, place a mirror near or on your computer and focus on distant objects through it.



* **Be** sure your eyes are 18 to 24 inches from the screen and six to eight inches above the center of the screen.

* **Blink** about every three to five seconds. This lubricates and cleanses your eyes and helps to keep them from burning and itching.

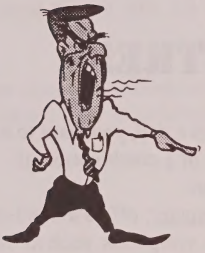
* **When** looking at the screen, try to be aware of your surroundings as much as possible. In other words, see more than just the screen. Good peripheral vision helps to promote mental and physical relaxation.

* **Learn** to sit upright with your spine straight. When bending, do so at the waist without slouching.

* **Breathe** deeply when working on the computer. Shallow breathing or holding your breath creates tension and fatigue.

(from Total Health at the Computer by Martin Sussman)

ASSERTIVENESS: MORE THAN A FORCEFUL ATTITUDE



Assertiveness isn't aggressiveness. Aggressiveness induces anger and defiance from the other person. Acting rude and hateful will only get you fired. Assertiveness is getting the other person to listen to you.

Assertiveness isn't enforcing your will. Assertiveness is a matter of getting the other person to understand your viewpoint. A person hammering home a point might be able to enforce obedience, but he won't get the message across.

Listening is a vital element. So much of assertiveness is absorbing the other viewpoint, not expressing your own. When you absorb someone else's ideas, you get a chance to come up with new ideas. You become more creative and coming up with creative solutions is another kind of assertiveness.

Use two key phrases: "I understand," and "however." When you verbalize the phrase "I understand" it shows people that you're aware of their position and then people will listen to you. But you have to really understand them before you say it, and that takes patience.
"However" is what you say after you've said "I understand." Don't use "however" as a weapon; use it as a teaching tool.

Control the "fear button" when stating your position. That's the reflexive, child-like fear of being judged by other people. You have to sit on it and say to yourself, "I'm in control."

Maintain your concentration. Stay in the moment, stay focused, and maintain eye contact. If you lose eye contact, other things will suffer. You will begin to edit too much and to look too hard at yourself.

Eye contact doesn't mean staring. If you stare directly into the other person's eyes all the time, you'll make that person uncomfortable. Instead, focus on an imaginary triangle formed by the center of the person's mouth and the outside corners of the eyes. Only occasionally should you look directly into the eyes.

Employ all your personalities. We have countless personalities. One that's good in a situation where assertiveness is called for is the jocular personality. It helps if you can use humor or satire - not ridicule - to make a point. There's also the diplomatic personality. Sometimes you've got to smooth people's feathers in order to make your point. Most of us have a take-charge personality, too - the confident, positive voice - and then there's the "Columbo" personality that allows us calmly to get into the specifics. Many people don't realize they are speaking too generally. The ability to be specific is an important part of assertiveness.

Be a tactician, not a strategist. Strategy sets up one idea, into which everything else has to fit. Tactics involves coming up with new ideas under fire. You want to use your creativity to draw parallel stories to make your point; you have to be oblique. Oblique does not mean manipulative. Oblique means finding different ways of expressing your position so people can see all sides of the issue.

Tailor your approach to the other person. Some people make the mistake of treating everyone the same, in accordance with preset rules or guidelines. You have to treat each person as an individual.

Assertiveness is painless persuasion. Assertiveness is teaching a lesson. It's making the other person understand a new view. But it has to be done with craft.

(Supervisory Management)

THINK OF PUNCTUATION AS SIGNS ALONG THE ROAD

Lovers of punctuation will rejoice in TIME magazine's essay on the comma. Some highlights:

* Think of punctuation as road signs: a period is a *red light*; the comma is a *yellow light*, asking us to slow down; and the semicolon is "a *stop sign* that tells us to ease gradually to a halt."

* When the parent warns the child, there is a difference between *"Don't do that"* and the elimination of the contraction, spoken slowly-- *"Do not do that."*

* Study the way the comma adds to a sentence from V.S. Naipul"s latest novel: *"He was a middle-aged man, with glasses."* The comma *"shows that the glasses are not part of the middle-agedness, but something else."*

* Punctuation, in short, gives us the human voice, and all the meanings that lie between the words."

The Brown Breakaway Bag

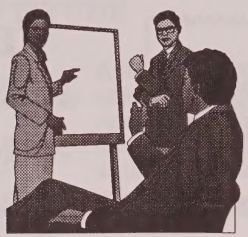
THIS IS JUST THE SEMINAR FOR FALL!

Debbie Gilley will be here to discuss **"Fashion Tips for the Upcoming Season."** Find out what is new for fall and how to coordinate your make-up to the new colors. This seminar is **August 4th from 12:00-1:00 p.m. in Medical Towers Room 416.** Register soon - you don't want to be left out!

September 21st
11:30-1:00 p.m.
Medical Towers
Suite 416

UAB OB/GYN Associates will come to discuss the services available to employees from their department. Topics of discussion will include: Maternal and Fetal Medicine, Reproductive Biology & Endocrinology, Gynecologic Oncology, Genetic Counseling, Childbirth Education, and Lactation Consultation. Other services include a nutritionist, a pharmacy, ultrasound testing, breast evaluations, and childbirth classes.

GETTING AHEAD– LEARN TO BE A FOLLOWER



If you want to be a good leader, you **must** learn to be a good follower.

Here are some suggestions from Dr. Arthur R. Pell, a consultant with Dale Carnegie and Associates, Inc.:

*Keep your boss's boss off your boss's back.

*Make your boss look good. Help some of the less-effective people in your department become more efficient. This makes your boss look better and shows that you have leadership potential.

*Anticipate your boss's needs. If you notice that your boss is becoming interested in some new technology, investigate how it will promote the effectiveness of your department--and do enough homework to be able to make recommendations.

*Invest key time in those things that are important to your boss. Know your boss's goals and be sure you do everything possible to help the boss reach them.

*Don't be afraid to call to your boss's attention matters of ethics, public image and judgment. Providing this service helps your boss do a better job and grooms you for leadership roles.

Ten Moments That Matter

From Family Circle, Commitments for Parents

1. I will always love and respect my child for who he is and not what I want him to be.

2. I will give my child space-- to grow, to dream, to succeed and even, sometimes, to fail.

3. I will create a loving home environment and show my child that she is loved, whenever and however I can.

4. I will, when discipline is necessary, let my child know that I disapprove of what he does, not who he is.

5. I will set limits for my child and help her find security in the knowledge of what is expected of her.

6. I will make time for my child and cherish our moments together, realizing how important-- and fleeting-- they are.

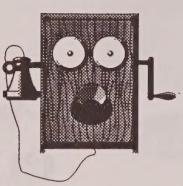
7. I will not burden my child with emotions and problems he is not equipped to handle, remembering that I am the parent and he is the child.

8. I will encourage my child to experience the world and all its possibilities, guiding her in ways and taking pains to leave her careful but not fearful.

9. I will take care of myself physically and emotionally, so that I can be there for my child when he needs me.

10 I will try to be the kind of person I want my child to grow up to be-- loving, fair-minded, moral, giving and hopeful.

Your Telephone Voice Is Your Calling Card



William Rush, voice consultant, says, "On the phone, voices are the number one means of assessing someone. Your telephone voice tells people about your interest, enthusiasm, credibility, and to some degree, signals your integrity.

To find out how you sound to others on the telephone, record your voice on tape. Speak extemporaneously–pretend you're making arrangements for a meeting or tell about last year's vacation. Play back the tape and objectively evaluate the quality of your telephone voice by asking yourself the following questions:

1. Are you like most people who tend to talk at a lower pitch on the phone? If so, concentrate on bringing your voice back up to your normal speaking pitch?

2. Does it sound as if you are mumbling? Be especially aware of how you sound when you are using a car phone, speaker phone, or portable phone

3. Do you make most calls from a people-filled open room? Try to speak in a normal conversational tone to ensure that your message will be heard clearly.

4. Do you seem to fumble for words and thoughts when you speak extemporaneously? If you have an important call to make, decide beforehand what you need to say and what the other person needs to hear. When making a request, be direct. The more tentative-sounding the statement, the less likely the request will be granted.

5. Do you pepper your conversations with "uhs" and "ummmms" and "you knows?" To eliminate these distractions, pause each time you catch yourself saying them.
(from "Halls Voice Improvement Program," 500 Michigan Avel, Chicago, IL 60611.
Send for a free brochure)

When you have got an elephant by the hind leg, and he is trying to run away, it's best to let him run.

Abraham Lincoln

The Finish Line

Congratulations To Doris Smith

WHEN THEY'RE LEARNING ENGLISH

When working with co-workers who are learning English, you might want to use these suggestions:

SPEAK SLOWLY. Be patient. Your chances of being understood are greatly enhanced if you slow down appreciably.

CHOOSE YOUR words carefully. Use words that are easy to understand.

DON'T MISPRONOUNCE English words just to try to establish communication. Say the words right. If you don't, you'll run the risk of having your listeners think you're making fun of them.

AVOID JOKES. Save them for when the listeners' understanding of English has improved.

REALIZE that listeners will sometimes try to avoid humiliation by pretending to get your meaning when they really don't.

DON'T EQUATE listeners' inability to speak English with ignorance. They probably speak other languages well.

DON'T YELL. Nothing is wrong with their hearing.

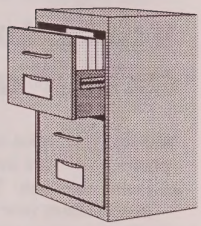
TRY to communicate in private to avoid embarrassment.

TALK FACE-TO-FACE when possible instead of on the phone.

DON'T TRY to share too much information at once.

(communication briefings)

COLOR CODE YOUR FILES



How many times have you sorted through mounds of paper work without finding the item you wanted? To save time try color-coding your files. Some suggestions:

RED: Referred to one or more times a day--store within arms reach.

GREEN: Referred to once a week or more--store within two steps of your chair.

BLUE: Referred to once a month or more--store outside your office where you can retrieve it as necessary.

YELLOW OR WHITE: Referred to once a year or more-- store in a separate file room with an index to help you locate items you have "forgotten" that you have.

(How to Organize Your Work and Your Life by Robert Moskowitz)

When you grow too old to dream, you've stopped growing.
-Agha Hasan Abedi

GETTING YOUR IDEAS ACROSS

You'll boost your chances of selling your ideas if you know how to deal with four personality types:

DIRECTORS. These decisive, take charge, get things-done types want fast decisions and are "time-disciplined." Always give them the bottom line. Make sure they feel they're in charge. If you must disagree, argue facts, not personal feelings.

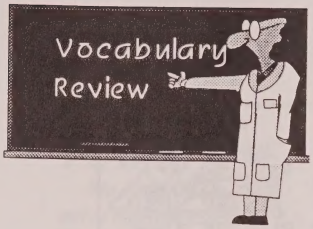
EXPRESSIVE-INSPIRATIONALS. These entertaining, persuasive dreamers have their cluttered offices and inspirational posters. Move fast, entertain them, compliment them, paint the big picture and let them fill in the blanks.

AMIABLE-STEADIES. They're caring and loving and make up 60 percent of any organization. Relationships are more important to them than the task at hand, so compliment them on their relationship skills. Use a steady, calm approach, listen actively and talk with, not at, them. If you disagree, discuss opinions and feelings.

CONSCIENTIOUS-ANALYTICAL-CALCULATORS. Accurate and organized, they pride themselves on their follow-through. But they're also picky procrastinators. To win them over, be systematic, exact and prepared--and don't rush them.

(communication briefings-August 1992)

The biggest human temptation is... to settle for too little.
-Thomas Merton



Choose the best definition for each word. Answers are at the bottom of the page. Ready? Set? GO!!!

1. esoteric: A) thrifty;economical B) relating to or constituting something essential C) relating to knowledge restricted to a small group D) to cause to grow or multiply

2. umbrage: A) boundaries B) feeling of resentment C) poverty D) confinement

3. debase: A) to add acidity to a substance B) having the tendency to deceive C) act of including D) to lower in esteem or character

4. incite: A) to move to action B) discernment C) hypocritical D) to view closely

5. propagate: A) to raise in position or rank B) to utter by divine inspiration C) to increase or extend D) to hand over

6. nefarious: A) flagrantly wicked B) withdrawal C) sensationalize D) scorch;burn

7. aghast: A) forceful action B) top part of a sail C) shocked D) resonant sound

8. chide: A) green top of onion B) reprove or rebuke C) bell or gong D) divide

9. concede: A) to become pregnant B) form together C) to look; glance D) yield or grant

10. hermit: A) native of Hesse B) command C) recluse D) reluctant

Answers:

(1-C, 2-B, 3-D, 4-A, 5-C, 6-A, 7-C, 8-B, 9-D, 10-C)

Peppered Turkey Salad

2 boneless turkey breast tenderloin steaks (8 oz. total)
1/2 cup oil-and-vinegar salad dressing
2 red, green, or yellow sweet peppers
2 cups torn lettuce

Cut tenderloin steaks into 1/2 inch wide strips. In a 10-inch skillet heat 1/4 cup oil-and-vinegar salad dressing. Add turkey strips. Stir-fry over medium high heat for 3 to 4 minutes or til tender. Remove from heat. Cool slightly. Cut peppers into strips. In a medium mixing bowl combine peppers and undrained turkey. Pour the remaining oil-and-vinegar salad dressing over turkey mixture. Toss to coat. Cover and chill several hours or overnight. To serve, arrange lettuce on 2 dinner plates. Drain the turkey mixture. Spoon over lettuce. Makes 2 servings. (If you prefer less pepper, add more lettuce and stretch it to four servings!)

Curly Noodle Dinner

1 pound ground beef
1 14 1/2 ounce can stewed, chopped tomatoes
1 8-ounce can whole kernel corn
1 3-ounce package Oriental noodles with pork flavor

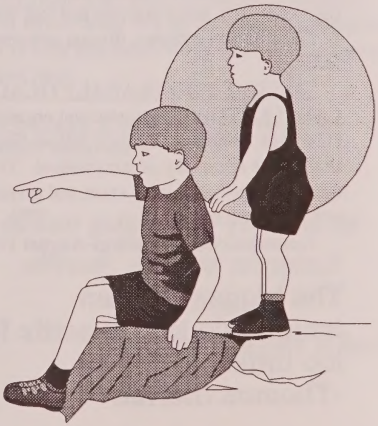
In a 10-inch skillet cook ground beef till brown. Drain off fat. Stir in undrained tomatoes, undrained corn, and the seasoning packet from the Oriental noodles. Break up noodles. Stir into beef mixture. Bring to boiling. Reduce heat. Cover and simmer about 10 minutes or till the noodles are tender. Makes 4-5 servings.

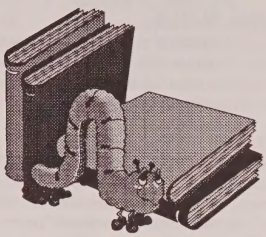
Daiquiri Dessert

This creamy strawberry dessert requires just two easy steps- blend and fold. Then, spoon into dishes and serve.
1 10-ounce package frozen strawberries, broken up
1/4 cup light rum
2 Tablespoons lemon juice
1 8-ounce container frozen whipped dessert topping, thawed

In a blender container or food processor bowl combine strawberries, light rum, and lemon juice. Cover and blend or process till thoroughly mixed. Transfer strawberry mixture to a medium mixing bowl. Fold in dessert topping. Spoon into 8 chilled sherbet dishes or stemmed glasses. Garnish with fresh strawberries, if desired. Serve immediately. Makes 8 servings.

ENJOY YOUR SUMMER





The BookWorm Corner

Your Personality Tree by Florence Littauer (Word Publishing)

The word **hypocrite** comes from the Greek meaning "to speak from behind a mask." Many of us grow into adulthood still unsure of who we are. Is this the real me or what I've learned to be? Am I as an adult still struggling to become what mother had in mind for me? Have I blended so completely with my mate that I can't recognize an independent thought when I have one? Am I wearing a mask to hide the anger bubbling below the surface? Am I not clear as to what parts of my personality are genuine or what traits are responses to the adversities of life?

If you have ever wondered about any of these questions, this book offers insight into what forms and shapes our personalities. In this book you will find out who you really are and begin to see why others function as they do. If you are having trouble with a difficult person, you may find some strategies that will help you cope or at least understand the difficult behavior. If you want to encourage your co-workers, employees and children to become what they were intended to be, you will find methods to use to bring out their full potential.

If you have an interest in personalities and what makes people "tick", you will find a great deal to interest you here.

Never read a book through merely because you have begun it.

John Witherspoon

A GUIDE TO A HAPPY LIFE

No one will ever get out of this world alive. Resolve therefore to maintain a reasonable sense of values.

Take care of yourself. Good health is everyone's major source of wealth. Without it, happiness is almost impossible.

Resolve to be cheerful and helpful. People will repay you in kind.

Avoid angry, abrasive individuals. They are generally vengeful.

Avoid zealots. They are generally humorless.

Resolve to listen more and talk less. No one ever learns anything by talking.

Be chary of giving advice. Wise men don't need it and fools won't heed it.

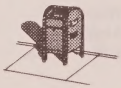
Resolve to be tender with the young, compassionate with the aged and tolerant of the wrong. Sometime in your life you will have been all of these.

Do not equate money with success. There are many successful moneymakers who are miserable failures as human beings. What counts most about success is ***how*** *a person achieves it.*

(source unknown)

ye old suggestion box

Hi! We here at Angel Wings are no different than anyone else here at UAB; we want to be the **best** at what we do. But in order to accomplish this we need **your** help! In addition to sharing this copy of Angel Wings, we'd also like to hear from you. So drop us a line with any suggestions you might have to improve our publication by writing:



UAB ANGEL WINGS
1717 11TH AVE S.
MEDICAL TOWERS
SUITE 416
B'HAM, AL 35294-4410

Thanks, the staff! By the way have a good summer.

TRAINING OPPORTUNITIES

All Classes Are Held in Medical Towers 416 Unless Otherwise Noted

JULY

July 5-15
2:00-4:00 p.m.

HUMAN ANATOMY
The cost for this course is $75. This nine day course consists of 16 hours of instruction plus an exam. It is recommended that all participants complete the Medical Terminology course prior to registering for Human Anatomy. You will learn the names, pronunciation, and locations of all the principal parts of every major body system including associated anatomical terms and locations. A workbook is included in the price.

Thursday
July 7
9:00-11:00 a.m.

WORKING WITH DIFFICULT PEOPLE
Difficult people come to us in many different forms and from many different sources. The difficult customer must be treated differently than the difficult co-worker. Come learn the techniques you must have to cope effectively with difficult behavior.

Friday
July 15
9:00-10:30 a.m.

CUSTOMER SERVICE
Service will become more important as we move into the next decade: learn ways to make excellent customer service work for you and your department.

Thursday
July 21
8:30-10:30 a.m.

REVIEW OF UAB PAPERWORK
Forms, Purchase orders, travel vouchers, disbursement requisitions. Have questions about UAB paperwork? This class will give you an overview of what has changed since you came to UAB and the most efficient way to "get things done."

Tuesday
July 26
2:00-3:00 p.m.

TAKING MINUTES
Meeting participants are sometimes asked to take minutes. Certain skills are necessary for accurate, detailed notes. This one hour class will give you the basic knowledge you need.

AUGUST

Wednesday
August 3
2:00-3:30 p.m.

TELEPHONE ETIQUETTE
Learn methods of improving your professionalism on the telephone. Discover techniques to use the telephone more effectively and provide good customer service.

Thursday
August 4
12:00-1:00 p.m.

BROWN BAG BREAKAWAY
Debbie Gilley is coming to discuss the new look for fall fashions and how you can change your makeup look to suit the new colors.

Wednesday
August 10
2:00-3:30 p.m.

TEAMBUILDING WITH YOUR BOSS
Come to this class and learn what makes up a team and how to work more effectively with that person you call "supervisor." Learn how to use differences in personality and work styles to the advantage of the team and your department.

Friday
August 12
9:00-10:30 a.m.

GRAMMAR REVIEW
A review of punctuation, subject-verb agreement and other fundamentals of grammar and sentence construction necessary for good business writing.

Tuesday
August 16
9:00-11:00 a.m.

COMMUNICATION AND LISTENING SKILLS
This class will help you learn to organize your thoughts so that you can present your ideas in the best manner possible. You will also learn to listen carefully and practice your listening skills with exercises.

SEPTEMBER

September 7-16
2:00-4:00 p.m.

MEDICAL TERMINOLOGY
The cost for this course is $50. This eight day course consists of 14 hours of instruction plus an exam. Participants will learn 350 roots, prefixes, and suffixes that can be combined to form over 11,000 medical terms. These classes are designed for students with no prior medical background. Workbook is included in the price.

Tuesday
September 6
9:00-10:30 a.m.

MANAGING PRIORITIES
This class will help you make decisions about how to get you work done in the most efficient and effective way. You will hear tips on how to plan your work so that everything gets done and your priority items are completed first.

Wednesday
September 14
9:00-11:00 a.m.

STAND YOUR GROUND: ASSERTIVENESS
This class is for anyone who wants to learn methods of "standing-up" to others in an effective but nonthreatening way. This class is a good follow-up to Communication and Listening Skills.

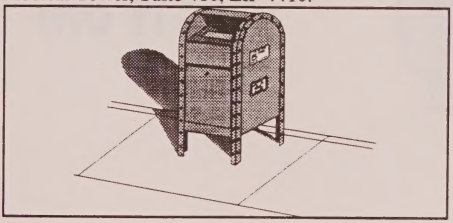
Friday
September 16
9:00-11:00 a.m.

BUSINESS WRITING
Learn to organize and write your business letters in the clearest and most concise way. Also develop methods of making your writing more reader centered and review the basic ingredients of good business writing.

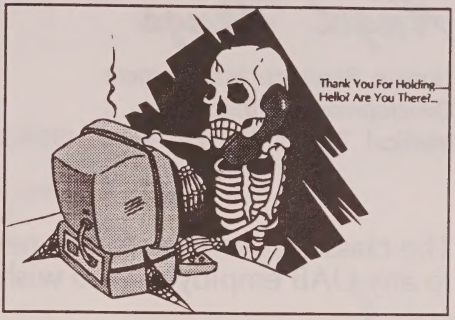
Wednesday
September 21
11:30-1:00 p.m.

YOU AND YOUR HEALTH
UAB OB/GYN Associates will come to discuss the services available to employees from their department. Topics of discussion will include: Maternal and Fetal Medicine, Reproductive Biology and Endocrinology, Gynecologic Oncology, Genetic Counseling, Childbirth Education, and Lactation Consultation. Other services include a nutritionist, a pharmacy, ultrasound testing, breast evaluations, and childbirth classes.

If you're interested in taking any of these classes just cut out the entry form below and mail it to Development & Training, ATTN: Registration Secty, Medical Tower, Suite 416, ZIP 4410.



A Day In The Life.



"EXPERIENCE IS THE NAME EVERYONE GIVES TO HIS MISTAKES."
—OSCAR WILDE

Name _____ Dept. _____

Campus Address _____ Tel. _____

Course Name _____ Date _____

Course Name _____ Date _____

Course Name _____ Date _____

Angel Wings

Human Resource Management
Development & Training
Medical Towers 416 Zip 4410 (934-3359)

DEVELOPMENT
Investing in People!
& TRAINING

The classes advertised in this newsletter are open to any UAB employee who wishes to attend.

Remember to Recycle: Read it & PASS IT ON!

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MEDICAL RECORDS
GSB 201

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Angel Wings

A Quarterly Publication from Human Resource Management Development and Training

Bonnie Powell - Editor
Volume XI

Lisa Morgan - Asst. Editor
Fall 1993

Setting Priorities

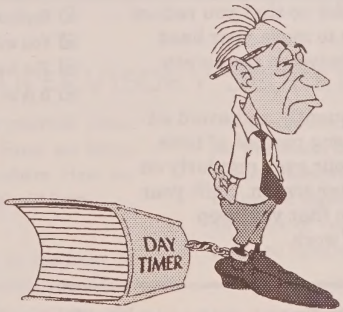
Priorities are those things in life that are important to you. They may be pressing tasks, personal obligations, activities that bring personal fulfillment or decisions dictated by your values. What is a priority to you may not be a priority to your spouse, your boss or your children. Once you've established your goals, you need to prioritize them. The easiest way to do that is to determine your priorities in life. Take a moment now to jot down your priorities. Be sure to include personal, career and family priorities.

Now, use this information to prioritize your goals. For example, if your number one priority is spending time with your family, this is probably not the time to work towards your goal of becoming a partner at the office. However, it probably is a good time to start working toward the goal of taking annual family vacations.

Knowing your priorities and sticking to them are two different things. Because of numerous responsibilities at work and at home, you may find yourself being pulled in several different directions. Soon you may discover that your priorities have been placed on the backburner, or at times several priorities may conflict with one another.

In order to stick to your priorities, keep them in the forefront of your mind. As situations arise that challenge or threaten to disrupt your time, ask yourself these questions:

- How does this project, request, etc. fit in with my priorities?
- Is it appropriate for me to assume responsibility for this task?
- What impact will diverting my time have on accomplishing other tasks? Meeting other deadlines?
- Can this problem be solved by others? If so, by whom?



Once you've established your goals and priorities, it's time to start working on a plan of action to help you accomplish your goals. A plan of action simply outlines how you intend to achieve your goal and establishes a deadline to complete it.

Assigning a deadline will help you avoid the trap of procrastination.

In order to accomplish the things we want in life it is important to set goals, determine how they fit with our priorities and develop a plan of action to accomplish them. If we don't, we may find that we get things done, but not necessarily the things we truly want to accomplish.

What's Your Comfort Index?

How can you avoid computer-related ailments, such as repetitive-motion injuries, eye and muscle strains, and headaches? There are many new products that can help such discomforts, including wrist cushions, monitor screens, and foot rests. But there are also some simple tips you can use to work more safely and effectively.

- Adjust your chair. Make sure that it's at the right height to allow you to keep your feet flat on the floor and your arms perpendicular to your body when using a keyboard. Your chair should support your back and allow you to sit in a variety of positions throughout the day.
- Organize your work area. Are your phone, in-box, pencil caddy, rolodex, and other often-used desk items within easy reach?
- Adjust your computer components. Is the video display monitor set so that you can see it without eyestrain? Move it so that it does not reflect glare from lights or windows. Is your keyboard comfortable to use? Shift your document holder so that you reduce the number of times you have to move your head when looking back and forth between the screen and source documents.
- Work smart. Take breaks frequently and avoid sitting in the same position for long periods of time. Get up and stretch. Refocus your eyes regularly on something besides the computer screen. Shift your position. Break up your day so that you keep changing to different kinds of work.

SEMINAR SENSE

If you are about to attend a seminar, you'll want to get the most out of the experience. Use the following tips to help you prepare:

- *Work ahead.* Finish office projects before you go so you won't have to worry about what awaits you on your return.
- *Set goals for yourself before you attend the seminar.* Make a list of what you'd like to learn about the subject. Jot down questions.
- *Try to relate everything you see or hear to your job.* Seek out new ideas and new ways of doing things.
- *Participate.* Listen, take notes, join in the discussion and ask questions.
- *Network.* Introduce yourself to other attendees. Have lunch with some, and tap into their knowledge and experiences.
- *Make the most of breaks.* Review your notes. Meet more people. Refresh yourself with a breath of fresh air or a quick walk.

What you learn from opening yourself up to the possibilities can benefit you greatly.

Who knows what to keep?

All those pieces of paper on your desk are not created equal. You shouldn't save memos, reports, and other documents just because you might need them sometime between now and the time you retire. How can you determine what's safe to toss? Here are some guidelines.

When to toss:

- ☑ Is the document a duplicate?
- ☑ What's the date?
- ☑ Do I need this or just want it?
- ☑ How often will I refer to the data?
- ☑ Is the information current and relevant?
- ☑ Does it add anything new to the material already available?
- ☑ Do I have time to read this?
- ☑ Does someone else have this information?
- ☑ How likely am I to need it in the future?

When to save:

- ☑ It's the only copy.
- ☑ Replication would be very difficult.
- ☑ You will need the information soon.
- ☑ The law requires you to keep it.
- ☑ It is an integral part of a current project.

(The Working Communicator)

A Time to Give Thanks

Business Writing-A Good Appearance is Vital

The proper use of a typewriter or word processor when producing copy can be as important as grammar, sentence lengths and editing.

Roger Davies, president of Toronto-based McLuhan & Davies Communications, offers these tips on making the right impression with your words:

Use single-space typing. Forget double-spacing or $1\frac{1}{2}$ spacing, even if you've always done reports that way. Why: The wider spacings are more difficult to read. It also may appear that you're trying to pad your report to make it look longer than it really is. And, a long-looking report may scare off some readers.

Shorten your paragraphs. Aim for paragraphs that are two to six sentences long. Keeping paragraphs short and varied in size provides the basis for a good typewriter layout.

Use more headings. Headings work as signposts for readers by highlighting and summarizing content. Aim for two to four headings per page.

Underline text where appropriate. Underline headings to make them stand out. Underline or capitalize an occasional word for emphasis, but don't overdo it.

Indent paragraphs for emphasis. Indenting can be useful for lists, quotes or other items you want to stand out.

Demand wide margins, preferably no less than $1\frac{1}{2}$ inches on each side of the page. They offer a cleaner appearance and leave room for short notes by readers.

Supervisory Secrets

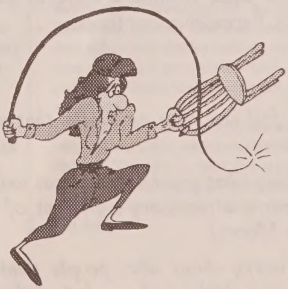
So, you want to be a supervisor yourself, someday. Do you have what it takes? Some are better suited to managing people than others. Here are some important traits every boss should have.

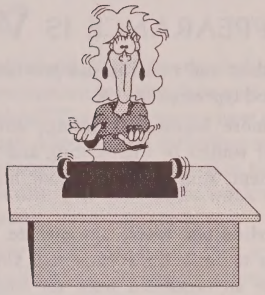
A good supervisor has...

– strong values and principles. In the heart of every good manager is a code of ethics and values such as honesty, humility, integrity, courage, and respect for self and others. A good supervisor will draw on these values to shape the work environment.

– good people skills. These help a manager influence and motivate staff. People skills cover a wide range of traits, including empathy, patience, gratitude, a sense of humor, and a willingness to delegate responsibility and empower employees.

– communication skills. A skilled communicator will listen, but also will share information and define expectations clearly. A good supervisor should be approachable, accessible, and capable in all styles of communication–written, verbal, formal, and informal.





Healthy Exercises for the Desk-Bound

Exercise can relieve stress and help you relax, but it's not always practical at work. If you sit at a desk most of the day, try these simple stretches to ease the tension:

- ☆ Massage your scalp, eyebrows, and forehead. Rub forward, then backward, for six counts.
- ☆ Move your eyes from the floor to the ceiling for six counts, then left to right for six counts.
- ☆ Shrug and rotate your shoulder for six counts.
- ☆ Rotate your ankles, one at a time, flexing and stretching them for six counts each.
- ☆ Soothe lower back tension: Stand with one hand on your abdomen and the other hand on your lower back. Press your pelvis forward, hollowing out your stomach. Then press your pelvis back, creating a curve in your lower back. Repeat this four times.

Building Trust With Clients

Management consultant Mark M. Maraia suggests that you make sure that you and your staff aren't doing any of the following things to undermine clients' trust:

- ☺ Failing to identify yourself by name when answering the phone.
- ☺ Failing to listen with the intent to understand. Example: cutting off sentences because you're waiting for your turn to speak rather than listening to the client.
- ☺ Failing to keep a promise—no matter how small or insignificant.
- ☺ Talking down to clients and customers.
- ☺ Making clients wait more than a few minutes for appointments with you.
- ☺ Acting without humor in your interactions with others.
- ☺ Failing to accept 100 percent responsibility for products and services.
- ☺ Failing to communicate that you understand the pressure being experienced by your clients.
- ☺ Showing little discourtesies.

(communication briefings)

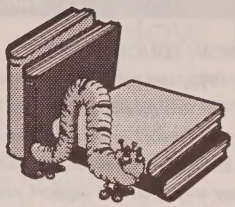
If you feel you have no faults–that makes another one.

Analyzing what you haven't got as well as what you have is a necessary ingredient of a career. (Grace Moore)

Don't worry about what people think of you. They aren't thinking of you, but of themselves.

Our business in life is not to get ahead of others, but to get ahead of ourselves–to break our own records, to outstrip our yesterday by our today, to do our work with more force than ever before. (Steward B. Johnson)

Well done is better than well said. (George Washington)



The BookWorm Corner

Write Right by Jan Venolia

This handy reference tool is a must for anyone who writes in business and needs a quick answer to a question pertaining to punctuation, grammar or style. ***Write Right*** guides you through the standards of good writing, making the rules accessible for everyday use.

"Confused words" may be one of the most useful chapters in the book. It sorts out pairs of words such as **affect** and **effect**, **fewer** and **less**; it brings you up to date on the status of words like **enthuse** and **hopefully**. The correct choice in such matters bears directly upon the professional appearance of your writing.

Charles Laird said, "Language rests upon use; anything used long enough by enough people will become standard." This book will help you determine how our vocabularies have absorbed new words and how some old words have taken on new meaning. It also documents how some conventions of grammar and usage have been altered or abandoned.

The manual is in paperback and is very inexpensive. It will probably become the one "desktop digest" you reach for most often.

Fiction:

Whispers by Belva Plain

More Than Friends by Barbara Delinsky

Mixed Blessings by Danielle Steele

Non-Fiction:

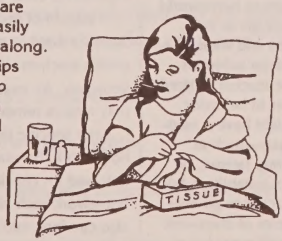
Is There Life After Housework? by Don Aslett

A Window to Heaven: When Children See Life in Death by Diane M. Komp, MD

Battle Cry of Freedom by James McPherson

Fighting The Cold War

Chilly temperatures are only an indirect cause of colds during winter months. Frigid weather drives people indoors, where viruses are more easily passed along. These tips can help you win the cold war this winter.



Prevention

- Wash hands frequently. Viruses are often picked up by the hands.
- Get plenty of Vitamin A (in fresh vegetables) and Vitamin C (in citrus fruits, tomatoes, and potatoes).
- Reduce stress. Studies show that resistance ebbs as stress soars.

Treatment

- Conserve your energy. While exercise may make you feel better temporarily by loosening head or nose congestion, researchers question the effectiveness of "sweating out" a cold.
- Drink hot liquids. Chicken soup, tea, and other hot drinks relieve congestion, soothe sore throats, and replenish fluids lost to feverish sweating.
- Don't smoke. Smoking irritates the respiratory tract, reduces the body's level of Vitamin C, and stuns the cilia, the tiny hair-like projections that keep airborne germs from entering the lungs.

Education Is A Family Affair

CELEBRATE AMERICAN EDUCATION WEEK, November 14-20, 1993, and get involved in your child's education! But this means doing more than simply establishing homework policies, reviewing report cards, and baking brownies for the class picnic. There are many ways you can support your children in school—from displaying projects and papers on the refrigerator to creating fun learning activities that supplement the curriculum they're getting during the school day. The key is to establish a partnership—with your kids and with their schools.

Making the Most of Parent-Teacher Conferences

PARENT-TEACHER CONFERENCES can be a critical element of your child's educational success. Too often parents rely on the one-way communication of a report card to keep track of a child's development. But, in conferences, parents and teachers can form cooperative relationships that allow exchanges of information, clarification of expectations, and opportunity for mutual suggestions. How can you make the most of these meetings?

1. **Give the meeting your undivided attention.** Set aside enough time for a productive meeting with the teacher. Don't bring younger children along; they might distract you.

2. **Be prepared to answer questions**. The teacher will want to know about your child's health and medical needs, interests and hobbies, relationships with siblings and parents, degree of independence, attitude towards school, and any special circumstances, such as family illness or a death, a recent parental separation, or changes in parental visitation.

3. **Don't blame or attack the teacher** for his or her observations about your child's problems or shortcomings.

4. **Bring your own list of questions.** You'll want to ask if your child is performing at, above, or below grade level in various subjects. What type of aptitude tests have been given and what do the scores mean? How does he or she get along with classmates? Does your child turn in homework? What are his or her strengths and weaknesses in major subjects? Has the teacher noticed changes in behavior that might have a medical basis—such as squinting, fatigue, or sudden irritability? Ask the teacher to go over examples of classwork to demonstrate his or her points.

Other Times To Contact The Teacher

There are occasions outside of conferences when you may want to contact your child's teacher.

- If your child shows a dramatic, negative change in attitude.
- If his or her academic performance suddenly takes a plunge.
- If you suspect that your child is being evasive, repeatedly claiming, for example, that there were no homework assignments.
- If the child suddenly seems alone and friendless.
- If there is a family crisis the teacher should be aware of.
- If you are taking your child out of school for more than a day or two.

Handling The Bad Report Card

DON'T LOSE YOUR COOL when your child brings home disappointing grades. Disappointment and anger won't bring those grades up. It's more important to take a low-key, reasoned approach that focuses on getting to the root of the problem.

Talk. If this is the first time your child has brought home a poor report, a simple conversation discussing past performance and known abilities may produce positive results. Be supportive. Offer to help.

A pattern of poor grades signals a need to talk to the child's teachers. Your youngster, for example, may require remedial help.

Set a specific time for homework. Be available for help and for checking over homework each night. You also can look into tutoring and counseling options.

How To Talk To Your Boss

How well do you communicate with your boss? Effective "upward communication" skills can have a big impact on your career. You can influence your superiors by remembering some key advice:

- ☆ Pick the right time and the right place. Pay attention to your boss's schedule and his or her moods. Don't ask for a raise right after a budget meeting; don't bring up sensitive issues when your supervisor is obviously in a bad mood.
- ☆ Plan what you want to say. Be specific, not vague. Get right to the point. Clear talk saves time and effort.
- ☆ Ask yourself what action you'd recommend. Bosses appreciate subordinates who offer solutions instead of just problems.
- ☆ Write a memo. Outline your thoughts and recommendations on paper, and give your boss a copy. Putting important items down on paper demonstrates your seriousness.
- ☆ Listen to the answer. Don't push if the boss doesn't want to make a commitment right away. Give him or her time to think matters over, and follow up when you get a chance.
- ☆ Don't be a stranger. You'll find the boss easier to approach if you talk on a regular basis, even on inconsequential matters. You'll develop a rapport that will make your superior more open when you have a major issue to discuss.

(The Working Communicator)

Veterans Day
November 11, 1993

Stress Control - Before You Blow Up

You can't control stress in your life at work, but you can learn to respond appropriately to the situation. The next time you face a potential conflict, ask yourself these three questions:

1. **Does a threat exist?**
2. **Is it worth a fight?**
3. **If I fight, will it make a difference?**

If you answer any of these questions "No," back away from the problem and move on to something else.

(AAL "People")

HOLIDAY COUNTDOWN

Winter is coming and that calls for some "warm" dishes for dinner that are filling and easy.

Baked Ham Sandwiches

1/4 cup butter, softened
1 1/2 teaspoons prepared mustard
1/2 teaspoon poppy seeds
4 hamburger buns
4 thin slices ham
4 thin slices Swiss cheese

Combine first 3 ingredients; spread on hamburger buns. Place slice of ham and slice of cheese on each bun. Wrap each separately in foil or place in baking pan and cover with foil. Bake at 350 degrees for 20 minutes or until heated through. Makes 4 sandwiches.

Chicken Velvet Soup

1/3 cup butter
3/4 cup flour
6 cups hot chicken broth
2 cups milk
2 cups small cubed cooked chicken
Salt and pepper

Melt butter in heavy dutch oven or large saucepan. Add flour; stir quickly to blend. Cook over low heat until smooth. Add 2 cups of the chicken stock; stir to keep mixture smooth. Add milk. Cook, stirring frequently, until thickened. Add remaining 4 cups chicken stock and the cubed chicken. Continue cooking until heated through. Add salt and pepper to taste. Makes 8 servings. (For a richer soup, use half milk and half cream. For added color, stir in 2-3 drops yellow food coloring.)

Busy Day Meatloaf

2 pounds lean ground beef
1 envelope Italian salad dressing mix
2 eggs, slightly beaten
1/3 cup finely chopped green pepper
1/2 cup soft bread crumbs
4 slices lean bacon

Combine first 5 ingredients; shape into loaf in greased shallow baking dish. Top with bacon slices. Bake at 350 degrees for about 1 hour. Makes 6 servings.

My Aching Head!

There are dozens of pain-relieving medications on the pharmacy shelves. But why not try stopping a headache *before* it starts? Here are four common causes of headaches that can be avoided.

1. **Hunger.** Headaches can be caused by low blood-sugar levels. To keep yours high, try such high-protein snacks as peanuts or yogurt.
2. **Clothes.** Hats, goggles, and headbands that are too tight can put pressure on the forehead, eye sockets, and temples. Women should beware of spiked heels, which force back muscles to tense and lead to a headache.
3. **Foods.** Some people are sensitive to nitrates and nitrites found in hot dogs. For others, salty meals cause migraines. Switching to a caffeine-free diet can cause withdrawal symptoms such as headaches.
4. **Commuting.** The stress of driving in rush-hour traffic can cause a massive headache, especially since carbon monoxide can contribute to the pain. If you can, limit your trips to off-peak hours.

Put Some Fun Into Your Workday

No matter where you work, you probably suffer from time to time through days that seem never-ending. You can lighten your spirits by adding an element of fun to your workday. Here are some ideas:

When you plan your day, include one item you can look forward to: lunch with a friend, a candy bar in the afternoon, etc.

Several times during the day pause for three slow, deep, relaxing breaths to clear your mind and calm your thoughts.

Start a list of fun activities that take less than 5 minutes and let you rest the serious, logical part of your brain. A computer puzzle, or a quick game of basketball using a wadded-up memo can rejuvenate your energy level.

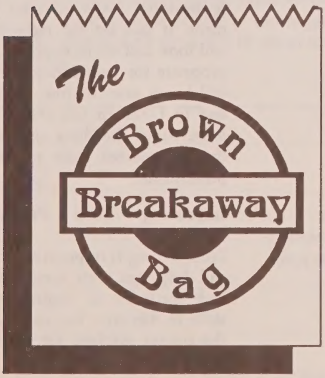
Celebrate small victories. Throw a five minute party, or quickly print a thank-you note to a co-worker. Both you and your colleagues will get a lift in spirits.

At the end of the day, review your successes. Think about what you did well. Dwelling on your mistakes and failures will magnify their importance unfairly.

(Meeting News)

WORK TIP: Take time at the end of each day to clean up and organize your desk. A desk stacked with disorganized piles of paper can be a stressful thing to greet you in the morning. List telephone messages and reminders on a single sheet; file reading material in one place; review your in-box; secure confidential information; and straighten files that you will act on first thing the next day.

DON'T MISS THIS QUARTER'S GET-A-WAY!!!



November 16 – 12:00 — 1:00

Doris Smith (Biochemistry & Molecular Genetics) will be on hand to show how to construct a topiary tree. She will also exhibit other quick craft ideas for holdiay gift giving. Doris has some great tips on where and how to shop for your craft items. This one will be just in time for all those last-minute, hard-to-find gifts.

Training Opportunities

All classes are held in Medical Towers 416 unless otherwise noted.

October

Friday
October 29
9:00-11:00 a.m.

Working with Difficult People
Difficult people come to us in many different forms and from many different sources. The difficult customer must be treated differently than the difficult coworker. Come learn the techniques you must have to cope effectively with difficult behavior.

November

Tuesday
November 2
9:00-11:00 a.m.

Self Esteem and Self Image
No one can work at highest productivity unless they have a positive self image. This class will help you recognize your talents and self-worth and how these feelings can be utilized to improve your performance on your job.

Wednesday
November 3
11:30-12:30

Dress for Success
This one hour class will tell you how to dress professionally without spending a great deal of money. Learn to "mix and match" your existing wardrobe pieces as Audrey McClinton gives her demonstration.

Friday
November 5
9:00-11:00 a.m.

Business Writing
This class will provide you with the tools you need to make sure that your writing includes the basic ingredients of good business writing. You will learn to organize and write your information in the clearest and most concise way and methods of making your writing more reader centered.

Tuesday
November 9
9:00-11:00 a.m.

Managing Priorities
This class will help you make decisions about how to get your work done in the most efficient and **effective** way. You will hear tips on how to plan your work so that everything gets done and your priority items are completed first.

November 9-19
2:00-4:00 p.m.

Human Anatomy
The cost for this course is $75. This nine day course consists of 16 hours of instruction plus an exam. It is recommended that all participants complete the Medical Terminology course prior to registering for Human Anatomy. You will learn the names, pronunciation and locations of all the principal parts of every major body system including associated anatomical terms and locations. A workbook is included in the price.

Thursday
November 11
9:00-11:00 a.m.

Teambuilding with Your Boss
Come to this class and learn what makes up a team and how to work more effectively with that person you call "supervisor." Learn how to use differences in personality and work styles to the advantage of the team and your department.

Friday
November 12
9:00-11:00 a.m.

Telephone Skills & Telephone Etiquette
Learn good customer relation skills and methods of improving your professionalism on the telephone. The telephone is often your first contact with customers and their first impression is vital to your success. Learn to use the telephone to your advantage and as a method to market your department and UAB.

Friday
November 12
11:30-12:30

Professional Image & Office Etiquette
Your professional image is also the professional image of your department. If you set the right example and look and act in ways that are appropriate for your office setting you will be an asset to your department and to UAB. In this class you will learn about the dress and behavior that is expected from a true office professional.

Tuesday
November 16
2:30-3:30 p.m.

Improving Your Proofreading Skills
Proofreading is imperative. This class will help you with some new ideas and methods of improving your skills in this area. You will also learn the correct symbols for editing and proofreading.

Wednesday
November 17
9:00-11:00 a.m.

Communication and Listening Skills
This class will help you learn to organize your thoughts so that you can present your ideas in the best manner possible. You will also learn to listen carefully and practice your listening skills with exercises.

Thursday
November 18
8:30-10:00 a.m.

Review of UAB Paperwork
Forms, purchase orders, travel vouchers, disbursement requisitions. Have questions about UAB paperwork? This class will give you an overview of what has changed since you came to UAB and the best way to "get things done" in the most efficient manner.

Tuesday
November 23
9:00-11:00 a.m.

Assertiveness: Stand Your Ground
This class is for anyone who has difficulty speaking up and presenting ideas in ways that do not hurt or alienate someone else. This class is a good follow-up to Communication.

Tuesday
November 30
10:00-11:00

Customer Service
Our UAB customer is the most important person we serve. The customer may be someone who works down the hall or a patient from the community. Service will become more important as we move into the next decade. Learn the ways that you can make excellent customer service work for you and your department.

December

Thursday
December 2
2:00-4:00 p.m.

Stress Management
Stress is a fact of life. Methods of preventing stress as well as techniques for coping with stress will be presented. Exercise, nutrition, relaxation methods and other management activities will be discussed.

Tuesday
December 7
2:00-3:00 p.m.

Taking Minutes
Office professionals are often asked to take minutes in meetings. Certain skills are necessary for accurate, detailed notes. This one hour class will give you the basic knowledge you need.

December 8-17
2:00-4:00 p.m.

Medical Terminology
The cost for this course is $50. This eight day course consists of 14 hours of instruction plus an exam. Participants will learn 350 roots, prefixes and suffixes that can be combined to form over 11,000 medical terms. these classes are designed for students with no prior medical background. Workbook is included in the price.

Tuesday
December 14
9:00-11:00 a.m.

Grammar Review
A review of punctuation, subject-verb agreement and other fundamentals of grammar and sentence construction necessary for good business writing.

Friday
December 17
9:00-11:00 a.m.

Personalities in the Workplace
Most human beings fall into one of four main personality types. We often think of someone else's behavior as difficult, because it is different from what we would do in a similar situation. Come learn the most effective ways to work with the different personality types in your department and how this understanding can help you function

Name _____ Dept. _____

Campus Address _____ Tel. _____

Course Name _____ Date _____

Course Name _____ Date _____

Course Name _____ Date _____

Detach and mail to Development and Training, ATTN: Mary Hall, MT 416, Zip 4410. **Please make a copy for your records.**

Angel Wings

Human Resource Management
Development & Training
Medical Towers 416 Zip 4410 (934-3359)

DEVELOPMENT
Investing in People!
& TRAINING

The classes advertised in this newsletter are open to any UAB employee who wishes to attend.

Recycle: Read it and Pass it on!!

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Angel Wings

A Newsletter for Office Professionals from Development and Training

Bonnie Powell - Editor
Volume IX

Lisa Morgan - Asst. Editor
Spring 1993

LISTENING

In Karl Menninger's book "LOVE AGAINST HATE," he quotes a statement by Brenda Ueland which goes like this:

"Listening is a magnetic and strange thing, a creative force... The people that listen to us are the ones we move toward, and we want to sit in their radius as though it did us good, like ultraviolet rays... When we are listened to, it creates us, makes us unfold and expand. Ideas actually begin to grow within us and come to life... It makes people happy and free when they are listened to... there is an alternating current, and this recharges us so that we never get tired of each other. We are constantly being re-created.

I discovered all this about three years ago, and truly it made a revolutionary change in my life. Before that, when I communicated with people, I would think anxiously: 'Now try hard, be lively. Say bright things. Talk. don't let down.' But now I just tell myself to listen with affection to anyone who talks to me, to be in their shoes when they talk; to try to know them without my mind pressing against theirs, or arguing, or changing the subject. Now my attitude is: 'Tell me more.' This person is showing me his soul. It is a little dry and meager and full of grinding talk just now, but presently he will begin to think, not just automatically to talk. He will show his true self."

It is surprising to see how much can be accomplished by listening.

1. Listening provides an opportunity for you to:
   a. Get all the facts
   b. Gain new information which may facilitate your making a decision
   c. Broaden your outlook
   d. Verify or modify your conclusions
   e. Gain information or ideas which may solve your own problems
2. Listening provides an opportunity for others to:
   a. "Get it off their chest"
   b. Solve their own problems by talking themselves into a different opinion
   c. Develop their ability to express themselves
   d. Develop confidence in themselves

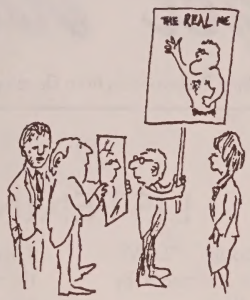
GETTING AHEAD: MAKING THAT FIRST IMPRESSION

When you're introduced to a new client, colleague, manager or co-worker, it's important to make a good first impression. Consider these tips:

INTRODUCE yourself first as the person approaches. This avoids any embarrassment in case the person making the introductions doesn't know your name or has forgotten it.

OFFER your hand first and give a strong handshake. A "wimpy" handshake makes the person feel you are not pleased to meet him or her.

SMILE. A smile makes a person feel welcome and projects the message that you are glad that you are being introduced.



EVER WONDER WHAT YOU LOOK LIKE IN ANOTHER PERSON'S MIRROR?

START some small talk. Everyone feels a little nervous when meeting new people. Talking about the weather or any other common situation helps put the newcomer at ease.

OFFER your help. No matter what your position is in relation to the newcomer, you can help in some way. Examples: Offer to answer any questions the person may have about the company. Offer to help him or her in your area of expertise. Being friendly always makes a good impression.

(communication briefings - 1/92)

TIME ROBBERS: WORRIES AND TENSIONS

Some people are more susceptible to tension than others. Some, in fact, generate their own private "emergencies" and remain more or less constantly on guard against their personal hobgoblins. This is a pretty fatiguing way of life.

Too much emotional tension can waste your time in several ways: It can throw your judgment out of kilter, so that it will take you longer to reach the right decision, and it may indeed prevent you from making a decision at all. It can narrow your perspective down to a highly personal viewpoint, in which the organization's overriding objectives tend to get lost in the shuffle. It can cause you to exaggerate the importance of one class of problems at the expense of another.

The major prerequisite for being able to take stock of your tensions is simply to be prepared to admit that you may have them and that they are generated by your own emotional needs rather than by something outside yourself. This is half the battle of bringing tensions under control.

The next step is learning to distinguish between tensions that have a basis in reality and those that reflect emotional needs and fears. One way to approach this is to find out whether people whose opinions you respect are as worried about a particular problem as you are. A better way is to single out one or two of them as confidants and ask them to hear you out while you review the whole problem by thinking out loud in a more than superficial way, trying to make fully clear to them the reasons for your concern. Ask them to listen critically, skeptically. The deeper you dig, the more likely you are to recognize inconsistencies in your own thinking—places where you may have let emotions crowd out reason.

POSITIVE REINFORCEMENT

Can you think back to a time when a co-worker or immediate supervisor did something you really liked? Maybe they told you that you did a good job, or helped you complete some of your work, or offered a suggestion that helped you prioritize your projects. Whatever it was, it probably gave you a good feeling or "positive stroke" and you were happy they did it. You might even have wished in your mind that more people would compliment you or offer their help when you needed it. Did you tell them you liked what they said or did, and that it made you feel good? If you did, chances are your use of that simple "positive reinforcement" increased the likelihood that they would react the same way in the future.

Although it can mean many things, for our discussion here, positive reinforcement refers to giving verbal praise to a person who deserves recognition. We all do this to some extent. Most of us have told someone we appreciated them or their efforts. A secretary may tell her boss, "I really appreciate the increased responsibility you have given me. It shows me that you have confidence in my work and that you trust me. I want you to know that I am proud to work for a person who recognizes an employee's need for new challenges in the workplace."

Positive reinforcement provides us with a way to demonstrate appreciation. When people do a good job, they like to know that their efforts were worthwhile. If you use positive reinforcement effectively, you can let your co-workers and supervisors know just that.

Telling people that their efforts are appreciated leads to the next reason for using positive reinforcement. It encourages people to repeat the behaviors we like. When people recognize that they are going to be rewarded (for example, with appreciation), for a certain behavior, they are much more likely to repeat that behavior.

When good behaviors are reinforced, better working relationships are developed with everyone around you. People like to be appreciated, and when they are, they feel good about it. Not only that, the person giving the positive reinforcement is helped because it reinforces behavior you enjoy. The outcome of this is good interpersonal relationships between you and your fellow employees or between you and your supervisors.

When certain work behaviors are reinforced, work effectiveness tends to increase. When positive reinforcement leads to repetition of desired behavior, the result is that ALL individuals involved, as well as the organization, benefit.

Special Announcement

Look for our new
"LUNCH BREAK"
classes.

Come during lunch on two consecutive days and take one of our regular class offerings on your lunch hour. You must attend both days for the class to count toward your certificate. Bring your lunch and eat while you learn.

DEALING WITH DIFFICULT BEHAVIOR

Consider these tactics when you have to cope with people who are difficult to deal with:

"Kill" with kindness. Treat everyone well regardless of how people treat you. Be direct—but likable and polite. It's difficult to treat a thoughtful person thoughtlessly.

Listen and respond. Allow the difficult person to fully express his or her feelings. Then acknowledge your awareness of the situation, describe what you see and hear, reveal what you think and feel, and say what you want. **Tip:** Don't judge ("You shouldn't be that way") or generalize ("You always do that").

Don't take a position—deal with a need. Find out what motivates a person, so you can offer alternative ways of solving the problem. Chances are the difficult person confronting you has simply adopted the most obvious solution. In other words, move from **WHAT** the person wants to **WHY** the person wants it.

Accept blame. More often than not, you have played some role in bringing about the behaviors others subject you to. Admit what your fault is quickly and emphatically. Whenever you shoulder your share of the blame, others are more likely to own up to theirs.

Tip: Sometimes you can encourage the other person to cooperate by claiming more responsibility than you deserve.

(communication briefings -3/93)

MAKE YOUR JOB (AND YOUR LIFE!) A LITTLE BETTER

1. Be gentle with yourself.
2. Remind yourself that you are an **enabler** not a magician. We cannot change anyone else—we can only change how we relate to them.
3. Find a "hermit" spot. Use it daily.
4. Give support, encouragement and praise to peers and management. Learn to accept it in return.
5. Change your routine often and your tasks when you can.
6. Learn to recognize the difference between complaining that relieves and complaining that reinforces negative stress.
7. On the way home, focus on a good thing that occurred during the day.
8. Be a resource to yourself. Get creative—try new approaches. Be an artist as well as a technician.
9. Use supervision or the buddy system regularly as a source of support, assurance and re-direction.
10. Avoid "shop talk" during breaks and when socializing with colleagues.
11. Schedule "withdraw" periods during the week—limit interruptions.
12. Say "I choose" rather than "I should, I ought to, or I have to."
13. If you never say no—what is your "yes" worth?
14. Aloofness and indifference are far more harmful than admitting an inability to do more.
15. Laugh and play!

(Camille Wade Maurice)

THE STATION

Tucked away in our subconscious is an idyllic vision. We see ourselves on a long trip that spans the continent. We are traveling by train. Out the windows we drink in the passing scene of cars on a nearby crossing, of cattle grazing on a distant hillside, of smoke pouring from a power plant, of row upon row of corn and wheat, of flatlands and valleys, of mountains and rolling hillsides, of city skylines and village halls.

But uppermost in our minds is the final destination. Bands will be playing and flags waving. Once we get there our dreams will come true, and the pieces of our lives will fit together like a jigsaw puzzle. How restlessly we pace the aisles, damning the minutes for loitering – waiting, waiting, waiting for the station.

"When we reach the station, that will be it!" we cry.

"When I'm 21."

"When I buy a new 450SL Mercedes-Benz!"

"When I put the last kid through college."

"When I have paid off the mortgage!"

"When I get a promotion."

"When I reach the age of retirement, I shall live happily ever after!"

Sooner or later we must realize there is no station, no one place to arrive at once and for all. The true joy of life is the trip. The station is only a dream. It constantly outdistances us.

"Relish the moment" is a good motto. Rejoice in the day you've been given. It isn't the burdens of today that drive men mad. It is the regrets of yesterday and the fear of tomorrow. Regret and fear are twin thieves who rob us of today.

So stop pacing the aisles and counting the miles. Instead, climb more mountains, eat more ice cream, go barefoot more often, swim more rivers, watch more sunsets, laugh more, cry less. Life must be lived as we go along. The station will come soon enough.

(Source unknown)

To Increase Achievement Motivation and Professionalism

High achievement motivation often accompanies a professional approach to job performance. The job then becomes not only a paid service to the organization, but also a vehicle of advancement for the individual. This two-way interaction, involving both giving and taking, promotes the growth of both the individual and the organization. To increase your achievement motivation, you may need to clarify your ultimate career goals and objectives.

1. Over the next month, spend some concentrated time analyzing your work life. First, review all of your past jobs to identify the aspects you enjoyed and aspects you disliked. This should help you to start thinking about what your interests are. We all have vague ideas about what we like and dislike, but it helps to clarify these preferences in terms of specific job activities.

2. Try to make an objective assessment of your special skills and abilities. Think back over your educational history. Make a list of the areas in which you received consistently high grades. This may indicate that you are particularly skilled at a certain activity.

Then, in a similar fashion, analyze your work history. Was there something you did of which you are particularly proud? If so, upon what skills did it draw?

3. Once you have made a written assessment of your interests and skills, try to establish some specific goals that would apply to them. Set up an interview with your manager to discuss your aspirations, to determine more explicitly what possibilities for promotion exist, and to discuss the impact that your performance in this job can have on your future promotability.

Broccoli Cornbread

1 package "Cotton Pickin" Cornbread Mix
1 stick margarine, melted
1 small package uncooked broccoli (thawed and chopped)
1 medium onion, chopped
2 cups grated cheddar cheese
3 eggs

Preheat greased pan in 350 oven while mixing the ingredients. Spread cornbread batter in hot pan and cook at 350 degrees for 20 minutes. (Very good served with potato soup or soup of your choice.) (Submitted by LaVerne Pruet–Development and Training)

"Low Fat" Vegetable Soup

1 lb. Louie Rich ground turkey
1 medium onion
1 package McKenzie frozen vegetables
1 package Ramen noodles (with seasoning)
1 can stewed tomatoes

Saute turkey and onion. Pour fat off after cooking. Add four cups water, frozen vegetable mix, Ramen noodles (plus seasoning package), stewed tomatoes and bring to a boil. Reduce heat and cook one hour. (Anonymous UAB employee)

Enchilada Casserole

1 (16 oz) cans chili with beans
2 cups regular size corn chips
1 small onion, chopped
1 cup grated Cheddar Cheese

In greased 1 1/2 quart casserole, alternate layers of chili, corn chips and chopped onion. Top with grated cheese. Bake at 350 degrees for 30 minutes or until heated through. Makes 6 servings. (A good meat stretcher. Serve with fruit salad and French bread.) (J.P.H. - UAB Employee)

Bloomer Droppers

1 6 oz can pink lemonade
1 6 oz can vodka
4 peach halves (no syrup)
13 ice cubes

Blend all ingredients in blender; freeze. To serve, add 2 scoops and fill glass with 7-Up. Stir. (Submitted by Rae Early–UAB Report)

Taking Initiative

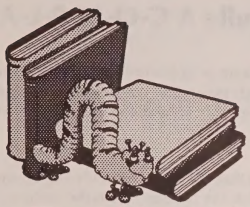
Taking the initiative is generally defined as going beyond normal expectations. One of the best ways that an office professional can take the initiative is keeping the manager informed about all aspects of your job...the successes and the failures.

Office professionals need to understand the reasons for giving effective feedback to managers. First of all, you are your manager's best source of information about your performance. When the manager is informed it enables the office professional to perform better and establishes a better working relationship with the supervisor.

Taking the initiative by providing feedback to the manager on successes is best accomplished by a four step process. First of all, provide background information. Tell the manager your reasons for giving the feedback, relate your success and provide a summary.

Taking the initiative by giving feedback on failures is also a four step process. Again, provide background information and state the reason for providing the feedback. Then tell the manager about the failure by stating what should have happened, what did happen, why it happened, and what you think should be done to remedy the problem. Ask for suggestions from the manager and then summarize what has been agreed upon.

Feedback should be given any time you feel that it would help the productivity of the department and prevent additional problems from occurring.



The BookWorm Corner

Top Performance (How to Develop Excellence in Yourself and Others) by Zig Ziglar

Fifteen percent of the reason you get a job, keep that job, and move ahead in that job, is determined by your technical skills and knowledge - regardless of your profession! However, the other 85 percent of the reason you get a job, keep it and move ahead has to do with your people skills and people knowledge. Obviously, "managing people" (starting with yourself) becomes a high priority if you are to be successful. This book deals with many of the issues and ideas involved with that success. You will learn methods to unlock top performance, key work attitudes, a 7-step goal setting plan, ways to build healthy self esteem and much more.

The workplace of the future will require employees to interact and communicate at the highest levels possible. This book is a good one for the person who wants to reach for perfection.

Fiction Suggestions:

Copper Beech by Maeve Binchy

Stalk by Louis Charbonneau

No Roof But Heaven by Jeanne Williams

Through a Glass Darkly by Karleen Koen

Non-Fiction Suggestions:

A Nation of Victims by Charles J. Sykes

The 7 Habits of Highly Effective People by Stephen R. Covey

Love and Duty by Ben and Anne Purcell

Business Shorts

SALUTATIONS!

Make a good impression from the start by addressing business letters properly. Here are some guidelines from OFFICE PROFICIENCY, DuPont and Disend Inc., Atlanta, Georgia:

- Use *Mrs.* or *Miss* when the correspondent signs her letters that way. Otherwise, stick with the neutral *Ms.*— or *Mses.* when addressing more than one woman.
- In addressing a group of men, use *Messeieurs (or Messrs.) Jefferson, Madison, and Monroe,* or *Messrs. Alexander Hamilton and Aaron Burr, or Mr. William Clark and Mr. Meriwether Lewis.*
- In addressing a group of married women, use *Mesdames (or Mmes.) Clark and Lewis* or *Mrs. Clark and Mrs. Lewis.*
- For a couple with different last names, use two lines with the man's name on the bottom, or use one line and separate the names with either an *and* or a */.*
- In writing to a company, open with *Ladies and Gentlemen* or *Dear Smith and Jones, Inc.*
- In prefacing a name with a title, don't append the person's degree. *James Smith, MD* is okay; *Dr. James Smith, MD* is redundant.
- Open a letter to a General *Dear General (or Gen.) Smith.*
- In addressing an elected official, use *Dear Mayor Smith* or *Dear Governor Jones.* For a member of congress, write *Dear Congressperson Smith* or *Dear Senator Jones.*

Character is how you act when no one is looking.

"You can't build a reputation on what you are going to do." –Henry Ford

"A happy person in not a person in a certain set of circumstances, but rather a person with a certain set of attitudes." –Hugh Downs

After the unexpected has happened there is always someone who knew it would.

"Consider the postage stamp: Its usefulness consists of its ability to stick to one thing until it gets there." – Henry Wheeler Shaw

The Finish Line

Congratulations to the latest Pride Certificate recipients!

Toni Hill

Sandra Nicholson

Recognition of certificate recipients will be announced in this column each quarter.

How To Handle A C-O-M-P-L-A-I-N-T

Consider complaints as opportunities to build customer† loyalty. Research shows that customers whose complaints are resolved are more loyal than customers who've never voiced complaints.

Offer solutions that are based on achieving customer satisfaction. Look at the problem from the customer's point of view and be creative. Find solutions that are profitable for both the company and customer.

Make up your mind to stay calm. Getting upset has a negative physical impact on you and reduces your ability to think clearly. Say to yourself, "I will stay calm!"

Point out ways in which you and the customer already agree. It is useless to argue with customers or to tell them they are wrong. Instead, build solutions based on agreement not disagreement.

Listen for the basis of the complaint. Before you can solve the problem, it helps to find out if the company has created an unrealistic expectation in the customer's mind, if the customer has set up an unrealistic expectation, or if the product or service simply failed to meet standards.

Ask for the customer's assistance in reaching a satisfactory solution. Research shows that people are more satisfied with solutions *they* suggest. Ask the customer to tell you as much as possible about the problem. Then ask, "How would *you* resolve this situation, if you were in my shoes?"

Indicate that you want to and can help. The phrase, "I want you to be a satisfied customer" works wonders. Always lend a sympathetic ear.

Note the action you and the customer agree to and take action immediately. Customers expect complaints to be resolved quickly. Anything that takes more than three days is usually unacceptable. Develop a follow-through procedure.

Terminate the conversation by checking for customer satisfaction. Ask the customer if he or she is satisfied with how the complaint was handled. If the customer is still not satisfied, continue working toward a resolution. Always remember that satisfied customers are more likely to remember and to tell others when you end the conversation this way.

Courtesy of Juan Guiterrez, Vice President/Consulting, Kaset International, Tampa, Florida.

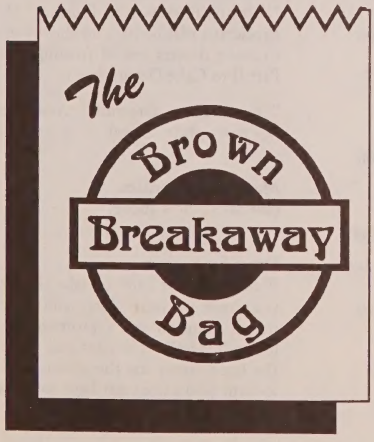
†A customer is anyone who has need of a good or service provided by your department. This can mean a patient, coworker or even another UAB Department.

VOCABULARY REVIEW

1. **CREDIBLE:**	a. marked by an ability to create		b. offering reasonable grounds for being believed	
	c. to make slow or difficult		d. a small opening or hatchway	
2. **GRATUITOUS:**	a. free	b. grateful	c. greedy	d. loose
3. **WARY:**	a. tired	b. winding	c. cautious	d. clumsy
4. **UMBRAGE:**	a. having no value		b. ugliness	
	c. dealing with ancient times		d. pique or resentment	
5. **PROSPECTIVE:**	a. opinion or feeling		b. relating to the future	
	c. to fall forward		d. relation of one part to another	
6. **CHRONIC:**	a. mild	b. severe	c. temporary	d. frequently recurring
7. **ANTIDOTE:**	a. remedy or medicine		b. passive exercise	
	c. training routine		d. poisonous substance	
8. **DOCILE:**	a. peaceful	b. amorous	c. ineffectual	d. submissive
9. **RANCOR:**	a. despair	b. jubilant	c. disillusionment	d. resentment
10. **COMPARABLE:**	a. greater	b. clear	c. less	d. similar

(ANSWERS: 1-b, 2-a, 3-c, 4-d, 5-b, 6-b, 7-a, 8-d, 9-d, 10-d)

Don't miss these Spring Quarter Get-a-ways!!!



April 6 "Silk Savvy"

May 6 "Forming Flowers with Frosting"

May 13 "Beating the Bathing Suit Blues!"

June 8 "Decorating on a Budget"

Training Opportunities

All classes are held in Medical Towers 416 unless otherwise noted.

APRIL

Tuesday
April 6
12:00 - 1:00

Brown Bag Breakaway
"Silk Savvy" Dottie Bradford with the Southside Community School will come and demonstrate ways to use silk flowers in arrangements and other decorations.

Monday
April 12
2:00 - 4:00

Communication in the Workplace
This class will help you become a better "one on one" communicator and to handle conflict more easily.

Tues. & Wed.
April 13 & 14
11:30 - 12:30

"Stand Your Ground": Assertiveness
"LUNCH BREAK" Class—Most of us need some help in our attempts to speak up and say what we really feel without hurting or alienating someone else. If you need help in this area,this class is for you.

Thurs. & Fri.
April 15 & 16
11:30 - 12:30

Stress Management
"LUNCH BREAK" Class—This class will cover relaxation techniques, exercise and nutrition tips and other stress reduction ideas.

Tuesday
April 20
9:00 - 11:00

Business Writing
This class will provide you with examples of business letters and memos. It will also provide an overview of changes in business writing and adapting to those changes.

Wednesday
April 21
2:00 - 4:00

Teambuilding with Your Boss
Come and learn what makes up a team and how to work more effectively with that person you call "supervisor." Learn how to use differences in personality and work habits to the advantage of the team and your department.

Friday
April 23
9:00 - 11:00

Grammar Review
A review of punctuation, subject-verb agreement and other fundamentals of grammar and sentence construction.

Wednesday
April 28
9:00 - 11:00

Telephone Etiquette
Learn the "dos and don'ts" of telephone etiquette and how to avoid the most common telephone mistakes.

Wednesday
April 28
2:00 - 4:00

Managing Priorities
This class will help you learn to use your natural abilities for maximum productivity. It will cover ways to get and stay organized, how to juggle conflicting priorities and ways to ensure meeting deadlines.

Friday
April 30
2:00 - 4:00

Coping with Difficult People
Learn practical methods of dealing with difficult personalities. Learn coping skills and how to "defuse" the hostile or angry person.

MAY

Monday
May 3
9:00 - 11:00

Teambuilding with Your Boss
(see description above)

Wed. & Thurs.
May 4 & 5
11:30 - 12:30

Stress Management
"LUNCH BREAK" Class (see description above)

Wednesday
May 5
2:00 - 4:00

Personalities in the Workplace
There are four basic personality types and each type interacts with the others in different ways. Come learn what type personality you are—and how to work better with other types!

Thursday
May 6
1200 - 100

Brown Bag Breakaway
"Forming Flowers with Frosting" Martha Brockman will be back to show you how to make flowers out of frosting. (This is Part II to Cake Decorating..)

Friday
May 7
2:00 - 4:00

"Stand Your Ground": Assertiveness
(see description above)

Tuesday
May 11
9:00 - 11:00

Managing Priorities
(see description above)

Wednesday
May 12
2:00 - 4:00

Dress for Success
Want to know how to take the clothes you have in your closet and mix and match them to get a professional look (on a budget)? This class will show you the latest looks for the season—and that looking good does not have to be expensive.

Thursday
May 13
12:00 - 1:00

Brown Bag Breakaway
"Beating the Bathing Suit Blues!" by Penny Kurtts. Penny will tell you how to cut down on your fat calories and other great diet, nutrition, and exercise ideas to get you in "fine form" for the summer!

Tuesday
May 18
2:00 - 4:00

"Who Is Your Customer?"—Customer Service
Tips for developing good human relation skills for those outside the university as well as our own "hidden" customers—other departments and co-workers here at UAB.

Tues. & Wed.
May 18 & 19
11:30 - 12:30

Communication in the Workplace
"LUNCH BREAK" Class (see description above)

Thursday
May 20
2:00 - 4:00

Self Esteem and Self Image
(see description above)

Friday
May 21
9:00 - 11:00

Professional Image/Office Etiquette
Learn to present yourself in the most professional manner possible and why your professional presence is important in your career. Learn behavior that will increase your opportunities for success in your career.

Friday
May 28
9:00 - 11:00

Coping with Difficult People
(see description above)

JUNE

Tuesday
June 1
9:00 - 11:00

"Stand Your Ground": Assertiveness
(see description above)

Wednesday
June 2
9:00 - 11:00

Business Writing
(see description above)

Thursday
June 3
9:00 - 11:00

Grammar Review
(see description above)

Friday
June 4
2:00 - 4:00

Teambuilding with Your Boss
(see description above)

Tuesday
June 8
12:00 - 1:00

BROWN BAG BREAKAWAY "Decorating on a Budget" with Margie Bensinger. Margie is in business for herself and does a great job of taking the everyday things you have around your home and turning them into arrangements and "interest centers" for the room. Learn about simple drapes that you can make with sheets or lengths of fabric and other ideas that will save you decorating money.

Wednesday
June 9
9:00 - 11:00

Telephone Etiquette
(see description above)

Thurs. & Fri.
June 10 & 11
11:30 - 12:30

Stress Management
"LUNCH BREAK" Class (see description above)

Friday
June 11
9:00 - 11:00

Communication in the Workplace
(see description above)

Tuesday
June 22
9:00 - 11:00

Managing Priorities
(see description above)

Thurs. & Fri.
June 24 & 25
11:30 - 12:30

Coping with Difficult People
"LUNCH BREAK" Class (see description above)

Mon. & Tues.
June 28 & 29
11:30 - 12:30

Self Esteem and Self Image
"LUNCH BREAK" Class (see description above)

Tuesday
June 29
2:00 - 4:00

Personalities in the Workplace
(see description above)

Name _____ Dept. _____

Campus Address _____ Tel. _____

Course Name _____ Date _____

Course Name _____ Date _____

Course Name _____ Date _____

Detach and mail to Development and Training, ATTN: Mary Hall, MT 416, Zip 4410. Please make a copy for your records.

Angel Wings

A Newsletter for Office Professionals
Development & Training
Medical Towers 416 Zip 4410 (934-3359)

An Angelic Message for:

706880 ANGELWG
RAGONA MARJORIE F
MEDICAL RECORDS
GSB 201

Recycle: Read it and Pass it on!!

PS-10452

1995 Conference

The Alabama Gerontological Society and the Southern Gerontological Society

The Gift of Time

Intergenerational Relationships, Multigenerational Families

Exhibits ♦ Gala ♦ Awards ♦ Luncheon ♦ Workshops

Topics will be in areas of: ♦ Who Lives and Dies - Who Decides? ♦ Age Stimulation ♦ Multigenerational Families ♦ Family Caregiving ♦ Balancing Work and Family ♦ Transmitting Values Across the Generations ♦ Aging-in-Place ♦ Intergenerational Programming ♦ Aging Families Across Cultures ♦ The Generational Equity Debate ("Fair Share") ♦ Searching for Meaning in Later Life. ♦

If you receive two or more of these ... please tell us...THEN ... pass this notice on to others who may want to come. *Thanks*

AGS

Alabama Gerontological Society
P.O. BOX 11126
Montgomery, AL 36111-0126

Bulk Rate
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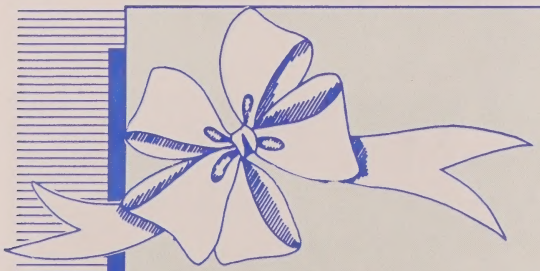
Permit No. 65

SHIRLEY LAMBERT
911 G VALLEY AVENUE
BIRMINGHAM, AL 35209

See enclosed gift!



Birmingham
Feels Like A
Celebration!

April 19-22, 1995
The Sheraton Civic Center, Birmingham, Alabama

Come be apart of the Birmingham Celebration!

Mark on your calendar!

April 19-22, 1995

The Sheraton Civic Center, Birmingham, Alabama

Alabama Gerontological Society

Southern Gerontological Society

1995 Conference of Alabama Gerontological Society
and
SGS Sixteenth Annual Meeting

The Gift of Time:

Intergenerational Relationships, Multigenerational Families

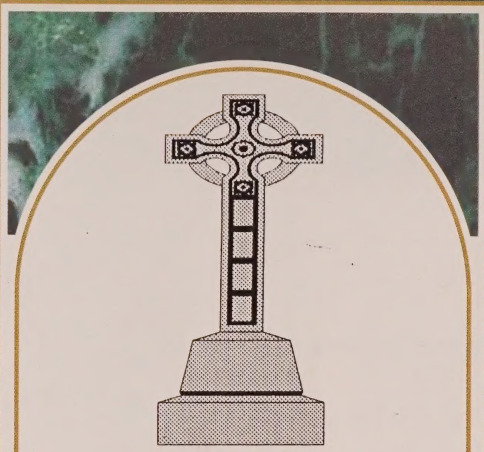
Keynote Speakers
Educational Workshops
Roundtable Discussions
Good Times
CEU's - Applied for Nursing Home Administrators
Social Workers, Nurses, Therapists

The theme of the 1995 meeting recognizes the continuing evolution of human life expectancy - a development so profound that most of society's institutions, like the family, the work place, and government, are still trying to catch up with changes brought about by longer life. Over one-half of American families are four-generational. The theme of "Gift of Time" should have relevance to practical times, research, education, policy makers, and elders and their families.

For information call: 1- 800 - 201-4AGS ♦ 205 - 260-9867
Or mail to: AGS, 1345 Carmichael Way, P.O. Box 11126, Montgomery, AL 36111-0126
Fax - 205-260-0023

A Certified White House Conference on Aging Event

Please post this flyer for others who we may have missed with this mailing.

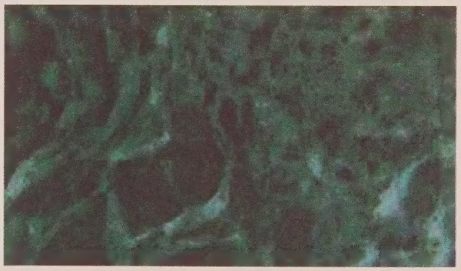


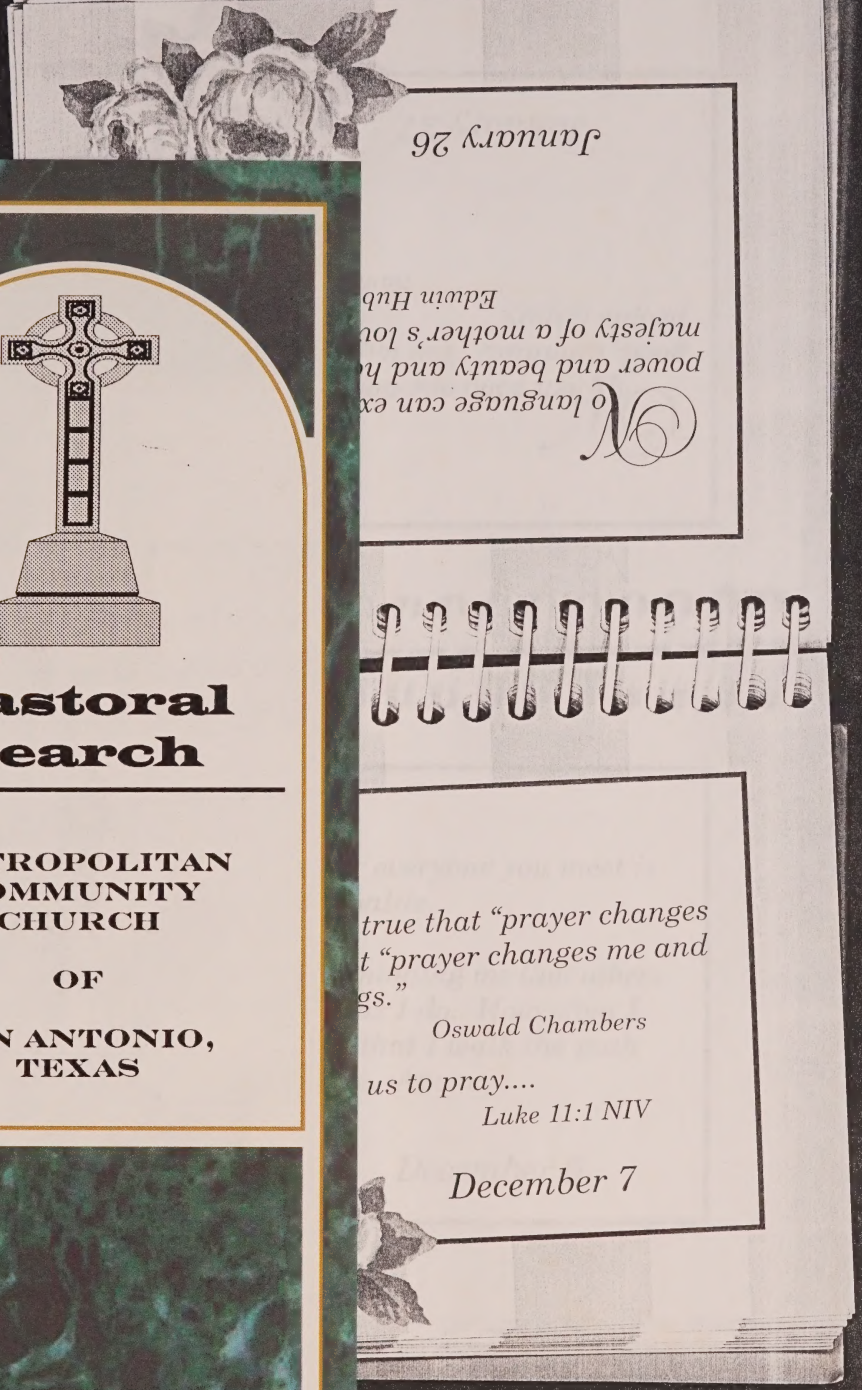
Pastoral Search

METROPOLITAN COMMUNITY CHURCH

OF

SAN ANTONIO, TEXAS





Mark on your calendar!

April 19-22, 1

The Sheraton Civic Center, Bi

AGS

Alabama Gerontological Society

1995 Conference of Alabama Ge

and

SGS Sixteenth Annua

The Gift of

Intergenerational Relationships, Mu

Keynote Speakers
Educational Workshops
Roundtable Discussions
Good Times
CEU's - Applied for Nursing Home Administrators
Social Workers, Nurses, Therapists

For information call: 1- 800 - 201-4A

Or mail to: AGS, 1345 Carmichael Way, P.O. Box 11126

Fax - 205-260-0023

A Certified White House Conference on Aging Event

Announcing

Please post this flyer for others who we may have missed with this mailing.

"All things are possible"
Mark 9:23

the search for a dynamic and energetic **pastor** who can inspire Christian fellowship, church growth, and community involvement.

Metropolitan Community Church of San Antonio is a **chartered church** of the Universal Fellowship of Metropolitan Community Churches. It is located in a metropolitan area of one million plus people with a thriving economy.

San Antonio is a semi-tropical city with the gay community spread out all over the area. However, a large number of gay people reside in the San Antonio College area of town. Several gay businesses are also located in this central area of the city.

The congregation worships in its own building, and also maintains a community hall which several local organizations use on a periodic basis.

The church can provide housing as part of the pastoral package. The pastor is expected to provide spiritual leadership, christian education opportunities, aggressive stewardship education, and inspire growth in membership and finances.

At present the church provides two worship services on Sundays and a prayer meeting on Wednesdays. Worship services are supported by an active music ministry.

Our members are active in various community/service organizations.

Mark on your calendar!

We would like to hear from you if you are interested in dialogue with our pastoral search committee and would like to explore the possibility that God may be calling you to the pulpit of Metropolitan Community Church of San Antonio, Texas. **Please give prayerful consideration to our pastoral needs.**

All correspondence will be kept in the strictest of confidence. Consideration of applications/ resumes will begin on January 15, 1995.

Send reply to:
Pastoral Search Committee Metropolitan Community Church of San Antonio, P. O. Box 691546, San Antonio, Texas 78269 (210) 675-4931 or (210) 696-2523.

We will rush a pastoral packet to you as soon as possible.

Metropolitan Community Church
1136 West Woodlawn
San Antonio, Texas 78201

CEU

Fax - 205-260-0023

A Certified White House Conference on Aging Event

Please post this flyer for others who we may have missed with this mailing.

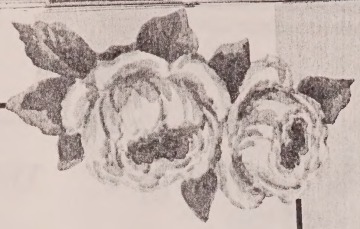
It isn't so true that "prayer changes things" as that "prayer changes me and I change things."

Oswald Chambers

...Lord, teach us to pray....

Luke 11:1 NIV

December 7



No language can express the power and beauty and heroism and majesty of a mother's love.

Edwin Hubbell Chapin

January 26

Be kind, for everyone you meet is fighting a hard battle.

Thank You for reminding me that others walk uphill just as I do. How often I forget and think that I walk the path of hardship alone. Amen.

December 6

When someone does something good, applaud! You will make two people happy.

Samuel Goldwyn

January 27

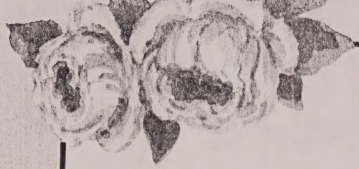
Kind words can be short and easy to speak, but their echoes are truly endless.

Mother Teresa

December 5

Perfume and incense bring joy to the heart, and the pleasantness of one's friend springs from his earnest counsel.

Proverbs 27:9 NIV



January 28